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The chairperson of the search committee or the appropriate designee coordinates travel arrangements. If the travel arrangements are not handled in appropriate manner under the [Louisiana State Travel Regulations](#), the department responsible for making the arrangements will be responsible for costs of travel reimbursement to the candidate. All air transportation arrangements must be made through the State Travel Agent.

Appointment Recommendation

1. The Budget Unit Head, after considering the committee's recommendation, will submit a recommendation for employment to the appropriate Dean (if applicable), Vice President