Faculty/Staff Searches
Interview Expense Reimbursement Guide
2017-2018

The Office of the Provost will pay the costs for interviewing two candidates per position and at least two must be interviewed. Departments may choose to interview more than the two funded by the provost. In keeping with state guidelines, it is important to note that candidates residing 50 miles or less from SUNY Geneseo cannot be reimbursed for travel expenses.

At the time a candidate is invited to interview on campus, email them the interview guest travel guide letter that is available in the faculty resources wiki space under Hiring Procedures. The search committee and department secretary should be familiar with the content of this letter in case the candidate has questions.

**Arranging Transportation**

Candidates are responsible for arranging their own travel for the interview. Please obtain prior approval of any unusual transportation arrangements (e.g., travel from outside US or from a location other than candidate’s current home) from the provost’s office. Prior approval that includes an explanation for the unusual transportation arrangements needs to be included with the travel paperwork.

**Air/Train Travel**

Airline/train tickets are reserved and paid for by the candidate. The provost’s office will reimburse for coach (economy) tickets only. If candidate expresses concerns about the upfront financial obligation, direct them to Ken Kallio. Candidates need to submit an itemized receipt. The receipt should include: an itinerary containing their name as the traveler, an itemization of the charges (taxes, fees, etc.) and proof of payment. In addition to the receipt a boarding pass is ideal if available.

Candidates should be met at the airport/train station by a representative of the college and transported to Geneseo. They will be given transportation back to the airport/train station in the same manner. The provost’s office will reimburse employees for personal auto expense when candidate transportation requires a departure from the employee’s normal commute.

**Auto Travel**

If a candidate resides within driving distance, the candidate may choose to either use a personal vehicle or rent a vehicle. NYS will reimburse the candidate for the most cost-effective auto travel option, whether or not it is chosen. Currently, the auto mileage reimbursement rate for personal car use is 54 cents/mile. As a general guideline, and assuming a potential 2 day car rental fee, if the mileage from a candidate’s home to the college is between 50 – 100 miles; it is usually more cost effective to use a personal vehicle. NYS will limit reimbursement to the cost of a rental car and fuel if the rental cost is less than the personal car mileage rate. Tolls are reimbursable, regardless.

**Arranging Lodging**

Please arrange for candidate lodging at the Big Tree Inn, whenever possible. The provost’s office covers the cost of a standard room ($90 per night). Upgrades are at the candidate’s expense. If a standard room is not available, the candidate’s costs are reimbursable.
room is not available at the Big Tree or travel arrangements necessitate lodging near the airport, other arrangements can be made. A room can be booked locally at the Quality Inn @ 855-654-2060 or the Hampton Inn @ (585) 447-9040. At the airport, rooms can be booked at the Fairfield Inn @ (585) 529-5000. These three hotels are vendors under the statewide financial system, and can direct bill the college. Always ask for the state rate when booking hotel rooms (and remind hotel of tax exempt status). When the travel office is responsible for payment of the lodging, be sure to include the lodging amount on the Travel Requisition and indicate it is a direct bill to the college.

**Meals**

The provost’s office will reimburse candidates for meals (breakfast and dinner only; alcoholic beverages are not reimbursed); search committee members **will not** be reimbursed by the provost’s office for any meals. Frequently, reimbursement is needed only to cover candidate dinner expenses.

Breakfast is usually provided by the Big Tree or other lodging sites for no additional cost. An acceptable practice is to ask candidate to take care of breakfast on their own prior to the start of the business day. If the candidate chooses to have breakfast away from the hotel, a receipt will be needed for reimbursement.

Lunch expenses are not reimbursed (state regulation) for anyone out of state funds. An acceptable practice is to have one member of the lunch group pick up the tab for reimbursement through the department’s foundation account.

Candidate dinner expenses are reimbursable (except for alcoholic beverages) and will be paid by the provost’s office, if necessary. As with handling lunch instead of asking for separate checks, an acceptable practice is to have one member of the group pick up the tab for later reimbursement out of the department’s foundation account. If foundation reimbursement for the candidate’s meal is not possible, then the candidate’s dinner can be reimbursed by requesting the dinner per diem for Geneseo (currently $41). In general, we try to limit reimbursement to actual expenses rather than routinely requesting per diem coverage. However done, alcoholic beverages are not reimbursed and should be paid separately. All meal receipts, regardless of the payment source (State or Foundation) must be itemized.

**Please note that candidates should be informed that any room service or other meal charges while staying at the Big Tree Inn are their personal responsibility and should not be added to the room bill.** They must pay for their meals and then, if appropriate, submit itemized receipts for reimbursement.

**How are candidate expenses handled?**

1. Collect all receipts from the candidate. Please be certain that candidates submit **original receipts** rather than copies.
2. Complete a Travel Requisition that includes all items that will be paid for using state funds.
3. Have the candidate sign a Travel Requisition and Travel Voucher. Many times you may not have all of the receipts when the candidate departs and they may follow later. If you have a signed Travel Requisition and Travel Voucher, you can then fill the amounts in and it won’t involve mailing to candidate for signature.
4. If the candidate drove their own vehicle, have the candidate sign a Statement of Automobile Travel.
5. Send signed paperwork to the Provost’s Office. The Travel Requisition and Travel Voucher are to be submitted together.

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