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SUNY New Paltz allows reimbursement of faculty interviewee travel expenses for both residents and non-residents of New York State provided the distance traveled to the interview site is greater than 50 miles from the interviewee's place of residence.

In order to process travel reimbursement, the following items must be submitted:

**I. Travel Requisition:**

- The Travel Requisition must be completed in full to include the candidate's identifying information (name, SSN, phone number); title (e.g. "candidate"); purpose of travel (e.g. "interview for faculty position #F05-xx"); destination city/state (e.g. "New Paltz, NY"); anticipated departure/return date and time.
- No travel advances are given to employee candidates. Pre-payment of transportation, lodging and meals are not allowed.
- Indicate all anticipated expenditures including transportation mode, per diem allowances for lodging and meals, personal car mileage and incidental expenses.
- Travel requisitions must be signed by the Department Chair, Dean, and Provost.
- If out-of-state travel is required, the requisition must also be signed by the Vice-President for Administration. A justification must be provided if out-of-state candidates are selected for interview. Candidates do not have to sign the travel requisition.

**II. Travel Voucher (Form AC132):**

- Transfer demographic information for the candidate from the Travel Requisition over to the Travel Voucher. Complete the sections for payee ID (SSN), payee name, address of the candidate, destination (i.e. New Paltz, Ulster County), departure and return date and time, mode of transportation (personal car, rental car, airplane, and/or train)
- Indicate all travel expenses:
  - Lodging – indicate number of days x rate (rate should equal to or less than the Federal per diem rate – rates can be found on-line at [www.govexec.com/travel/](http://www.govexec.com/travel/)). Attach **original** receipts. For lodging within NYS, the college does not pay sales tax. A NYS form ST-129 (NYS Exemption Certificate) should be presented at the hotel upon check in to waive State taxes.
  - Transportation – indicate amount paid if public transportation was used (air, train, rental car, bus) – attach **original** receipts.
  - Meals – indicate number of days x rate (meals will be paid at the Federal per diem rate – rates can be found on-line at [www.govexec.com/travel/](http://www.govexec.com/travel/)). Receipts are not required when claiming the per diem rate for meals.
  - Mileage – If a personal car was used for any portion of the trip, indicate the number of miles traveled x the Federal mileage rate (rates can be found at [www.govexec.com/travel/](http://www.govexec.com/travel/)).

Incidental Expenses – indicate any parking, tolls, taxi charges. Provide an original receipt for the service. If a rental car was used, indicate gasoline charges here and attach an original receipt (do not indicate gasoline costs for personal car use).

- Payee Certification – the traveler must sign the payee certification prior to submission to Accounts Payable for reimbursement.
- Supervisor's Signature – the voucher must be signed by the Department Chair, Dean, and Provost prior to submission to Purchasing/Accounts Payable for reimbursement.

### **III. Paperflow:**

- All documentation is to be submitted initially to the chair of the search committee. The chair of the search committee is responsible for ensuring that all forms are filled out completely and accurately.
- The chair of the search committee will then submit all paperwork to the Office of the Dean.
- Upon approval, the Office of the Dean will forward the documents to the Office of Academic Affairs.

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## **ACCEPTABLE SUPPORTING DOCUMENTATION**

### **Public Transportation (Airfare, Train, Bus, Taxi)**

Original receipt/account summary from ticketing agency that shows method of payment; or an original credit card statement with item circled. A printout of a statement from a credit card Web site must display the URL.

### **General Transportation Expenses (gas\*, tolls, parking)**

Original receipts. An EZ Pass statement is acceptable for toll payments.

\*Please note that gas is not reimbursable when claiming mileage reimbursement

### **Lodging**

Provide an original hotel bill/receipt that shows method of payment.

### **Visa Fees**

Provide a copy of the passport page showing fee.

### **Irregularities requiring additional justification documentation**

- Cab fare over \$75
- Any expense over the established Federal per diem rates.
- Foreign travel requires a copy of the currency conversion table for the dates of travel and, if necessary, a translation of all receipts submitted for reimbursement. A currency converter tool is available at [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic).

**\*Important:** Supporting documentation and receipts must be in the name of the person being reimbursed. In cases where the name on a supporting document is different from that of the person being reimbursed (e.g., statement/billing is in the name of a spouse with same or different surname), the person being reimbursed must provide a written explanation for the discrepancy, and the person whose name is on the supporting documentation also must provide his or her written consent that the reimbursement may be made to the individual filing for reimbursement.