



SEARCH CANDIDATE LODGING AND TRAVEL GUIDELINES

To aid in the preparation of your upcoming travel to SUNY New Paltz and to ensure the reimbursement of your travel goes smoothly, below are some guidelines to be aware of.

Travel rules have been established in the best interest of New York State and SUNY New Paltz. Only actual, necessary, and reasonable business expenses will be reimbursed.

New York State does not allow reimbursement of travel expenses for interviewees residing 50 miles or less from the interview site.

- **Lodging**

- The department and/or search committee will arrange the interviewee's lodging reservations
- If this is not possible, the candidate may have to pay for lodging and submit receipt(s) for reimbursement

- **Travel**

- Travel expenses, including airfare, must be paid by the interviewee, and will be reimbursed provided the guidelines stated below are followed
- All travel accommodations should be purchased at the most economical rate
 - Please compare different modes of transportation: train, bus, airfare, personal vehicle
 - The most economical option for flights is usually economy/couch seats, and for rental cars is compact/economy rental vehicles
- NYS does not reimburse for charges such as upgrades, preferences, or trip insurance costs
 - For rental vehicles, supplemental liability insurance is reimbursable
 - Add-ons such as personal effects coverage or Roadside Assistance are not reimbursable
- Rental company "refueling" option should not be chosen, as it is more expensive

- **Personal Vehicle Use**

- A personal vehicle may be used when a rental vehicle or common carrier is not available, is cost-effective, or is otherwise appropriate for a justifiable reason
- Mileage reimbursement rates are determined by the IRS and change frequently
 - Review [mileage rates](http://www.osc.ny.us/state-agencies/gfo/chapter-xiii/xiii4c-travel-mileage-rates) at www.osc.ny.us/state-agencies/gfo/chapter-xiii/xiii4c-travel-mileage-rates before traveling
 - The mileage allowance covers charges for gasoline, repairs, insurance, and towing
- Complete a [Statement of Automobile Travel Form](#) with the starting and ending times, and complete addresses of the trip(s)
- Mileage claimed should closely conform to the most efficient time or distance route as calculated by MapQuest or Google Maps



- All reasonable and necessary parking and toll charges will be reimbursed as an incidental expense; however, valet services are not reimbursable
 - Itemized receipts must be provided
- **Airfare/Train/Bus: The search committee chair will assist interviewees in obtaining reasonable round-trip travel**
 - If a higher than economy/coach class seat is the least expensive, a copy of the prices showing this must be included
 - Upgrades, preferences, and insurance costs are not reimbursable
 - This includes fare upgrades, seat selection charges, trip insurance, and early boarding fees
- **Transportation from airports**
 - Transportation for the interviewee to and from New York City or Albany airports may be via public transportation, if available, or, if not available, by rental car
 - If all other transportation options are unavailable, it may be possible for a search committee member to choose to use his or her personal vehicle to transport the interviewee locally from an airport or train/bus station
- **Meals**
 - Breakfast or dinner not provided by the hotel or University are reimbursable up to the per diem rate for the area at the following:
 - Breakfast: 20% of full M&IE per diem rate
 - Dinner: 80% of the full M&IE per diem rate
 - Lunch is not reimbursable
 - You must submit itemized, paid receipts for these meals
 - Tax and tip are reimbursable, alcohol is not
- **Documentation**
 - All receipts and documentation related to travel and lodging during the campus visit must be retained and submitted with reimbursement paperwork (including boarding passes/tickets, travel itineraries, etc.)
 - Itemized receipts showing the amount and method of payment are required for expense reimbursement
 - Boarding passes, tickets, or e-tickets must also be provided to verify travel occurred
 - Please note that airline ticket receipts sometimes do not show the method of payment
 - If this is the case, the traveler must submit additional documentation that does so, such as an invoice/statement from the ticketing agency
 - A credit card statement will also be accepted if an invoice/statement from the ticketing agency cannot be obtained
 - Travel paperwork must be received by SUNY New Paltz **within three (3) months** of the travel date(s) to be eligible for reimbursement



- Failure to follow the above items may affect your total reimbursement.
- **To be eligible for travel reimbursement, the following must be provided:**
 - Itemized receipts showing what was purchased, date of purchase, vendor and payment method
 - Boarding passes for any airfare or train
 - Credit card or bank statement showing the payment, if a receipt does not show the payment method
 - Statement of Auto Travel, if applicable
 - Completed Travel Expense Report, signed by the traveler
- **Forms**
 - [Travel Expense Report](#)
 - [Statement of Automobile Travel](#)
- See the [Travel Office website](#) for New York State travel guidelines and an overview of the campus travel policy
- If you have any questions, please contact the search committee, or our Travel Office at: travel@newpaltz.edu or 845-257-3178