#### Search Candidate Lodging and Travel Guidelines

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

The 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 arranges the interviewee’s lodging reservations and submits a travel requisition for approval and delivery to the Travel Office.

If this is not possible, the candidate may have to pay for lodging and submit receipt(s) for reimbursement, along with receipts for other travel expenses incurred.

**Travel**

Travel expenses, including airfare, must be paid by the interviewee, and will be reimbursed provided the guidelines stated below are followed.

**Forms:** Links to travel forms are included in this document.

* Following the interview, the interviewee must complete and sign appropriate sections of the [Travel Expense Report](https://www.newpaltz.edu/media/travel/Travel%20Expense%20Report%2052-019_Fill_EXT.pdf) . They must also complete a [Statement of Automobile Travel](https://www.newpaltz.edu/media/travel/Statement%20of%20Auto%20travel_Fill_EXT.pdf), if applicable.
* If the interviewee is currently employed at another state agency, please indicate this on the travel expense report, as the reimbursement process may be different.

**Personal Vehicle Use**: A personal vehicle may be used when a rental 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.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/C.htm) 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.
* When submitting reimbursement for official travel by privately owned vehicle, list the starting and ending times and locations (including complete addresses) of the trip(s) being claimed on the [Statement of Automobile Travel Form](https://www.newpaltz.edu/media/travel/Statement%20of%20Auto%20travel_Fill_EXT.pdf).
* 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. Receipts must be provided.

**Airfare: The search committee chair will assist interviewees in obtaining reasonable round-trip airfare.**

* Transportation for the interviewee to and from a New York City or Albany airport may be via public transportation, if available, or, if not available, by rental car.
* If the interviewee’s flights are arriving at or departing from Stewart International Airport, transportation between the airport and the campus may be arranged with Visconti Transportation. The search committee will contact the Travel Office for the Visconti request form.
* 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.

Meals:

* Meals not provided by the hotel or University are reimbursable up to the per diem rate of $16 for breakfast, $17 for lunch, and $31 for dinner.
* You must submit itemized receipts for these meals.
* Tips 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.).
* Receipts showing 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.

Search Candidate Travel checklist –

Before the trip

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 items to keep in mind.

* The State does not allow reimbursement of travel expenses for interviewees residing 50 miles or less from the interview site.
* Transportation – compare several means of transportation to find the most economical method: rental car, train, bus, personal auto, airfare (if over $1,000, provide 3 downloaded quotes).
  + - Use the [trip calculator](https://ogs.ny.gov/procurement/trip-calculators) to determine if rental or personal car is most economical.
    - Consult the search committee if further guidance on traveling is needed.
* Meals – Any meals not provided by the hotel or University are reimbursable up to the per diem rate of $16 for breakfast, $17 for lunch, and $31 for dinner. Tips are reimbursable, alcohol is not.
  + - To be eligible for reimbursement, itemized receipts are required.
* Incidental Expenses – To be eligible for reimbursement, all receipts are required for parking, taxi, tolls, subway, bridge, etc.

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

If you have any questions, please contact the search committee, or our Travel Office at: [travel@newpaltz.edu](mailto:travel@newpaltz.edu) or 845-257-3178.

**Some helpful information:**

SUNY New Paltz travel [website](https://www.newpaltz.edu/travel/)

[Travel forms](https://www.newpaltz.edu/travel/forms.html)

[Travel information websites](https://www.newpaltz.edu/travel/websites.html)

NYS [Travel Manual](https://www.osc.state.ny.us/files/state-agencies/travel/pdf/agencies_travel_manual_attachment.pdf)

Search Candidate Travel checklist – After the trip

* Complete a [Travel Expense Report](https://www.newpaltz.edu/media/travel/Travel%20Expense%20Report%2052-019_Fill_EXT.pdf) for your travel to SUNY New Paltz.
* Provide an agenda including the dates, location, and daily schedule or itinerary.
* Include a [Travel Expense Detail](https://www.newpaltz.edu/media/travel/Travel%20Expense.detail.fill.EXT.pdf) Sheet if necessary, to provide details of the trip.
  + Include on this sheet any meals not provided by the hotel or University on the Travel Expense Detail sheet, if applicable. Meals are reimbursable up to the per diem rate of $16 for breakfast, $17 for lunch, and $31 for dinner. Tips are reimbursable, alcohol is not.
  + You must submit itemized receipts for these meals.
* Include an [Automobile Travel Statement](https://www.newpaltz.edu/media/travel/Statement%20of%20Auto%20travel_Fill_EXT.pdf) (round to the nearest mile) if personal car was used.
* Include paid receipts (showing form of payment) for all expenses listed on the expense report.
  + Airfare and hotel receipts must show itemized breakdown of charges.
* Provide airline tickets and boarding passes for each flight taken (screen shot of phone boarding pass is acceptable).
* Traveler must sign the expense report.
* Travel Expense Reports should be submitted electronically to the search committee promptly upon return from trip for faster reimbursement, but not later than 30 days after trip was taken.

If you have any questions, please contact the search committee, or our Travel Office at: [travel@newpaltz.edu](mailto:travel@newpaltz.edu) or 845-257-3178

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NYS [Travel Manual](https://www.osc.state.ny.us/files/state-agencies/travel/pdf/agencies_travel_manual_attachment.pdf)