

## **Reimbursement for Candidate Searches**

Southern Connecticut State University may reimburse candidates for unclassified (Academic, Administrative, Athletic Coach) positions for their in-state or out-of-state travel expenses. Reimbursement is limited to travel, lodging and candidate meals.

### **Travel**

- Airline/Rail/Bus - Reimbursement limited to coach class.
- Personal Auto – Mileage reimbursement for the use of a personal automobile will be made at the current Federal GSA rate. Refer to [www.southern.ct.edu/accountspayable/mileagerate/](http://www.southern.ct.edu/accountspayable/mileagerate/) for the current approved rate. Mileage from point-to-point will be determined through the use of “Mapquest” ([www.mapquest.com](http://www.mapquest.com)).
- Airport Transportation - Taxi/Limousine transportation to and from the airport is allowed, provided it is reasonable. Use of a rental vehicle may be considered but reimbursement is limited to standard/midsize rental.
- Other – Parking and tolls are reimbursable with a paid receipt.

### **Lodging**

- Reimbursement is limited to the single room rate. All claims for lodging must be supported by an original itemized receipt showing a zero balance, or in lieu of a zero balance, the original credit card receipt.
- Personal expenses will not be reimbursed. These include, but are not limited to, movies and video rentals, room service, room bar/station charges, laundry, telephone charges, etc.
- Departments may book candidate’s lodging in advance utilizing the Blanket Order process. Refer to <http://www.southernct.edu/purchasing/hotelservices/> for more information.

### **Meals**

- Reimbursement for meals (tips included) will be issued with original receipts up to the maximum Federal per diem rate for New Haven county. Refer to [www.gsa.gov](http://www.gsa.gov) for current per diem rates.
- Reimbursement for alcoholic beverages is prohibited.

### **Documentation and Submission**

The Chair of the search committee is responsible for the collection and submission of reimbursement forms and receipts. All original receipts must be attached to the candidate reimbursement form, and may include the passenger portion of airline, rail and/or bus tickets. Once complete, the final approval for reimbursement is provided by the University President. The approved reimbursement form and receipts must be submitted to the Accounts Payable Travel Department within 30 days following completion of the trip. Any claims submitted after the 30 day period may be returned without reimbursement.

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## CANDIDATE REIMBURSEMENT FORM

Candidate Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Date(s) of Visit \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Index		Account	Banner ID
		732300	

Itemized Expenses							
Travel By Personal Auto				Taxi /Limo	Air/Rail/Bus	Lodging	Meals
Date	Tolls	Parking	Mileage*				
<small>*Multiply miles by current GSA mileage rate in use by the University  <a href="http://www.southernct.edu/accounts payable/mileagerate/">http://www.southernct.edu/accounts payable/mileagerate/</a> </small>						<b>Total Reimbursement</b> <i>(Must attach original receipts)</i>	

\_\_\_\_\_  
 Search Chair Date

\_\_\_\_\_  
 Dean/Director Date

\_\_\_\_\_  
 Vice President Date

\_\_\_\_\_  
 President Date

*Accounts Payable USE ONLY*

\_\_\_\_\_  
 Inv# Pay Date:

\_\_\_\_\_  
 Check# Check Date:

\_\_\_\_\_