



Division of Academic Affairs

Faculty/Staff Candidate-Related Expenses
(On-Campus Interviews)

Procedures for Direct Billing and Reimbursement

Contents

INTRODUCTION 3

CANDIDATE LODGING 3

MEALS 3

 Meal Allowances 3

 Payment of Meal Costs 3

 Off-Campus Meals 3

 On-Campus Meals 4

TRAVEL 4

 Candidate’s Travel 4

 Travel Reimbursement 5

 Search Committee Members 5

 Candidates 5

BACKUP DOCUMENTATION (to provide to Provost’s Office) 5

MISCELLANEOUS RESPONSIBILITIES 6

PAYMENT OF EXPENSES 6

QUESTIONS/CLARIFICATIONS 6

INTRODUCTION

As you proceed with campus interviews for faculty-related searches and all other searches financed by the Provost's Office, please note the following and share with all members of current and future search committees.

The Staff Associate to the Provost is the point of contact regarding payment of bills for faculty-related searches, and can be reached at extension 5421 or via email at eunice.miller@cortland.edu.

To facilitate the payment for hotels, the Staff Associate to the Provost has been issued a corporate NET Card.

CANDIDATE LODGING

Reimbursement for necessary travel expenses will be allowed to candidates who reside over 50 miles from the place of interview, and in accordance with the rules detailed in the OSC Travel Manual. Expenses may include transportation, food, and lodging.

During the initial call, notify the hotel representative of SUNY Cortland's tax-exempt status and request the State/Government Rate for SUNY Cortland.

After making lodging reservation for the candidate, the department Administrative Assistant/search committee member will send the Staff Associate to the Provost an email including the following information:

- Candidate name
- Date(s) of stay (or arrival and departure dates)
- Confirmation number
- Hotel phone number or a copy of the reservation confirmation email (preferable)

The Staff Associate to the Provost will contact the hotel with the NET Card information and the tax exemption certificate (Form AC-946).

MEALS

Meal Allowances

The most up-to-date maximum allowable rates for meal expenses associated with on-campus interviews can be found here: <https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#meals-for-job-candidates>.

*Itemized receipts **must** be included with backup documentation.

**Candidates will not be reimbursed on a per diem basis.

Payment of Meal Costs

Off-Campus Meals

1. Costs **cannot** include alcohol or tax.
 - a. To avoid a tax charge, a tax-exempt certification (AC-946) should be presented at the time of the meal.
 - i. Contact your Department Administrative Assistant for a copy of the tax exempt certificate.
2. Up to a 20% tip may be included for reimbursement.

On-Campus Meals

1. Campus Auxiliary Services (CAS, formerly ASC)
 - a. A Dining Convenience Card should be requested from CAS (free of charge) to facilitate meal purchase at any of the main dining facilities on campus and will be invoiced later.
 - i. CAS will send invoices directly to the department.
 - 1. DO NOT SUBMIT INVOICE ALONE TO PROVOST'S OFFICE.**
 - a. Invoices should be included with all other backup documentation submitted to Provost's Office.

Example of Dining Convenience Card:



TRAVEL

Candidate's Travel

When a search committee decides to bring an individual to campus for an interview, the dates of the interview are established. Reimbursement for necessary travel expenses will be allowed to candidates who reside over 50 miles from the place of interview, and in accordance with the rules detailed in the OSC Travel Manual. Expenses may include transportation, food, and lodging.

<https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#airfare-for-job-candidates>

Modes of Transportation

- 1) Commercial Transportation (airfare, train, bus, etc.)
 - a. Candidates will cover their travel costs and be fully reimbursed.
 - b. As part of the discussion regarding travel arrangements, campus contacts will advise candidates about making their own arrangements.
 - c. Candidates should make every effort to use the most efficient and cost effective method of transportation available and is in the best interest of the State.
- 2) Personal Vehicle
 - a. Candidates who use their personal vehicles will be reimbursed for mileage at the existing State rate for those that reside **over** 50 miles from the place of interview.
 - a. Backup documentation should include a Google Map from starting address to destination address for mileage calculation.
 - b. Departments should consider the most reasonable option in terms of candidate using a personal vehicle vs. flight.
 - i. *For example, if a candidate wants to drive from NC, since they want to bring their family and make it an extended trip, but it would be cheaper to fly them here, the department should calculate what a flight would cost and that is the rate the candidate would be reimbursed for and not actual mileage. That backup should be included with the voucher.*
- 3) Rental Car
 - a. Candidates may reserve a rental car (either from their home to campus, home to their airport and/or from the airport to campus) and will be fully reimbursed.

- b. Candidate should choose the most cost effective vehicle (Compact preferred).
- c. Rental Insurance is **not** reimbursable.

Travel Reimbursement

Search Committee Members

1. A travel authorization form should be completed at least 2 weeks *before* the actual travel date. *For example, if they are picking up a candidate from the airport.*
 - o <https://www2.cortland.edu/offices/purchasing-office/purchasing-forms.dot#travel>
2. See the Purchasing & Accounts Payable Office's [Travel Guidelines](#) for the latest on [rental cars](#) and [personal vehicles](#) usage.
 - a. If opting to drive your personal vehicle, an OGS Trip Calculator must be completed and included with your travel reimbursement documentation.
 - b. If opting to get a rental car to pick up the candidate from airport, departments may reserve using the campus account # for direct billing (**Enterprise**).
 - Only state employees are authorized to drive rental cars under state contract.

Candidates

Travel reimbursement to non-employees is processed using a Standard Voucher.

- <https://www2.cortland.edu/offices/purchasing-office/purchasing-forms.dot#accounts-payable>
- Candidates who choose not to be picked up at the airport by a faculty/staff member, may rent their own rental car or choose to take a taxi, Uber, etc. and be reimbursed.

After the interview, the campus representative will ask the candidate to complete a Standard Voucher for all reimbursable expenses (tolls, parking, meals not covered (itemized receipt(s) needed), etc.). To facilitate payment, the candidate must complete required portions of the Standard Voucher (payee name, email, home address, date(s) of interview, title of interview), sign the "Payee Certification" block, and submit it along with any itemized receipts. *****Do not include their social security number.**

For faculty-related searches, the completed Standard Voucher, along with itemized receipts, is then submitted for approval to the Department Chair and/or Dean for signature, and then forwarded to the Provost's Office where an account code will be assigned.

Upon final approval by the Provost, the paperwork will be forwarded to the Purchasing and Accounts Payable Office for processing.

BACKUP DOCUMENTATION (to provide to Provost's Office)

Any backup documentation that is relevant to the candidate's on-campus interview, may include, but is not limited to, the following:

- Agenda/Itinerary
- Itemized meal receipts/invoices
- Lodging Folio/Invoice
 - o If lodging confirmation/reservation was **not** previously provided to Staff Associate to the Provost.
- Candidate's Travel Reimbursement Request ([Standard Voucher](#))
- Employee Travel Reimbursement Request ([Travel Voucher & backup](#))

MISCELLANEOUS RESPONSIBILITIES

The Staff Associate to the Provost is **not** responsible for the following tasks associated with faculty- related searches:

- Making hotel reservations for candidates.
 - They will, however, provide the NET Card information and tax-exempt status form directly to the hotel upon receipt of reservation details (preferably via email) from the department contact.
- Working directly with the candidate regarding travel plans
- Preparing paperwork for search committee members or candidates to request reimbursement for interview-related expenses.

PAYMENT OF EXPENSES

The Provost's Office is responsible for paying all on-campus interview-related costs for full-time faculty candidates. Interview-related costs for full-time staff candidates will be covered by the department/office that is conducting the search. All backup documentation should be submitted to the Provost's Office for final approval for all candidates and for account code assignment.

Department Administrative Assistant will submit an electronic copy of the faculty candidate's interview agenda to the Provost's Office to be used as supporting documentation for financial reports.

QUESTIONS/CLARIFICATIONS

Should you have any questions/clarifications, please contact the Staff Associate to the Provost (ext. 5421 or eunice.miller@cortland.edu).

Additional information can be found here: <https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#job-candidates>.