

Reimbursement for Candidate Searches

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

Travel

- Airline/Rail/Bus - Reimbursement is limited to coach/economy class. If a baggage fee is required for travel, only one baggage fee will be reimbursed. Additional fees will not be reimbursed. These include, but are not limited to, early boarding, seat selection, trip protection, changes to a reservation & wi-fi.
- 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/ for the current approved rate. Mileage from point-to-point will be determined through the use of "Mapquest" (www.mapquest.com).
- Airport Transportation - Taxi/rideshare 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. Gasoline is reimbursable with a paid receipt.
- 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 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 **itemized** receipts up to the maximum Federal per diem rate for New Haven county. Refer to 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 receipts must be attached to the candidate reimbursement form. 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 Name: _____ Banner# (if avail) _____

Address: _____

Phone Number: _____ Date(s) of Visit: _____

Department: _____ Search #: _____

Position Title: _____

Index Code	Account
	705800

Itemized Expenses								
	Travel By Personal Auto			Taxi/Uber	Car Rental	Air/Rail/Bus	Lodging	Meals
Date	Tolls	Parking	Mileage*					
*Multiply miles by current GSA mileage rate in use by the University https://inside.southernct.edu/accounts-payable/mileage-rate						Total Reimbursement <i>(Must submit itemized receipts)</i>		

 Search Chair Date

 Dean/Director Date

 Vice President Date

 President Date

Accounts Payable USE ONLY

Inv# *Pay Date:*

Check# *Check Date:*