

Non-employee Travel reimbursements - Interview Candidates

In accordance with State Finance Law Section 203 and 2 NYCRR 8.14, the appointing officer of an agency may authorize reimbursement for travel expenses necessarily incurred by candidates attending interviews for positions for which there is a shortage of qualified candidates. Positions in the competitive class for which there are shortages of qualified candidates shall be determined by the State Department of Civil Service; for positions outside the competitive class, such determination shall be made by the head of the agency in which the positions are authorized. Reimbursement will be allowed to candidates who reside over 50 miles from the place of interview in accordance with the rules detailed in the NYS Travel Manual. Expenses may include transportation, food and lodging.

The interviewee must complete the [non-employee travel reimbursement request form](#). Travelers with meal receipts are reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area related to the travel destination. The meal per diem allowance is apportioned for breakfast and dinner. An overnight trip is defined as dinner, lodging and breakfast the following morning. Breakfast and dinner are reimbursable meals; lunch is not. The department must inform the interviewee that he/she can only be reimbursed for meal costs based on the state per diem rates. Meals provided/included in the interviewees' itinerary will be deducted from the per diem allowed. The per diem rates can be found [here](#). Original *itemized* receipts and visit itinerary/schedule must be included. Alcohol is not reimbursable.

Air travel and lodging arrangements may be made by the department using the non-employee travel (NET) card or direct billed through a purchase requisition. The reimbursement request form must indicate that payment was made directly to the travel agent and/or hotel and must ensure that state rates are not exceeded and that only reimbursable items are submitted. Only economy/coach airfare is reimbursable. No upgrades are allowable.

Ancillary costs associated with the candidate (such as travel to and from the airport) may be reimbursed.

All NYS Travel rules apply to non-employees, including interview candidates. Please refer to the ESF Travel page or contact Travel@esf.edu / (315)470-4827 with any questions.

- When paying with state funds, NYS lodging per diem rate should be requested. If the NYS rate is not available, an explanation should be provided (i.e. graduation weekend, state fair week, etc.).
- NYS sales tax is not reimbursable if paying with direct bill or a State NET Card.
- Trip Agenda/Itinerary (not just the Campus Visit announcement) is required to audit allowable meal reimbursements.
- Proof of lodging is required for meal reimbursement. If lodging is paid by direct bill, please provide a copy of the hotel receipt/folio report. For ESF, a copy of the purchase requisition or itemized hotel receipt.
- There is no reimbursement for alcohol from NYS or RF.
- If meals are billed directly to the hotel room for the search committee – all attendees must be listed.
- Itemized receipts are required to ensure only allowable expenses are included.
- If meals are billed directly to hotel room, the itemized receipt is still required and should be requested from the hotel upon check out.
- Transportation to/from airport, lodging, and campus are reimbursable. Other local transportation requires business justification.
- Original itemized receipts and boarding passes are required – scanned copies of return trip receipts e.g. boarding passes and airport parking may be allowable.
- [Non-employee travel reimbursement request form](#) must be signed by **both** the traveler **and** the ESF account signatory.
- Only the traveler can be reimbursed through Travel. We cannot reimburse the employer or associated organization.