**TRAVEL REIMBURSEMENT INSTRUCTIONS**

**SUNY Policy (#8951) on travel reimbursements for**

**interview candidates’ states:**

* Reimbursement will only be made to individuals who reside at least 50 miles

from the interview site

* Reimbursement is limited to the travel allowance that would be permitted for a

NYS employee

* The individual would be expected to pay the expenses directly and then be

reimbursed, except in a case where that would prove to be an extreme financial

hardship

* Reimbursement of travel expenses for candidates is permitted if approved by the campus president or designee.
* Within the parameters of the above SUNY policy, Farmingdale State College has adopted the following local policies regarding reimbursement to interview candidates:
  + Reimbursement will be allowed only for finalists for a position. It is expected that telephone interviews only will be used in the initial round of interviews for those candidates who cannot be present for the interview.
* There is a maximum cap of $1,500.00 for any reimbursement.
* Candidates will be reimbursed for *reasonable* costs, which could include the standard state mileage rate if they travel by car, railroad costs, or airline travel.
* For lodging, we are permitted to reimburse up to the per diem rate for Nassau County, which currently (2014) is $150.00 per day.
* Meal reimbursements are also limited to the state rate for Nassau County, currently (March 2014) $66.00 a day ($14.00 for breakfast and $52.00 for dinner).
* Reimbursements are not charged to department accounts, but are handled centrally through our Human Resources department. Authorization for reimbursement of travel expenses is required *prior* to bringing an employee to campus. All requests should be submitted in writing using the attached form.

**ATTACHED ALL ORIGINAL RECEIPTS TO THE COMPLETETED “NON-EMPLOYEE PAYMENT FORM” AND SUBMIT DIRECTLY TO:**

**FARMINGDALE STATE COLLEGE**

**HUMAN RESOURCES ATTN: ANGELA MONTEMARANO**

**2350 BROADHOLLOW ROAD**

**FARMINGDALE, NY 11735**