

## Memorandum

**To:** Department Chairs & Assistants

**From:** Luz Ramirez  
School of Arts & Sciences

**Date:** January 2, 2020

**Re:** REVISED--Recruitment - Candidate Travel Reimbursements

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In order to reimburse invited guest speakers or candidates that are interviewed for full time positions for travel expenses, Departments are asked to follow the guidelines described below:

- I. Candidates should book their own hotel reservations and make their own travel arrangements. They must follow the New York State allowance *per diems* for lodging according to the dates they travel:

**Please note:**

1. **Candidates should not book a combination package which includes airfare and hotel if the package does not itemize the amounts paid for each. We won't be able to reimburse faculty for this unless the receipt shows how much was paid for the airline ticket and hotel individually.**
2. **Hotel receipt: Please submit proof of payment. Room service charges are not reimbursed.**
3. **The airfare cannot be purchased as First Class. We cannot reimburse for traveler's insurance or extras (e.g.: more leg room). Please submit the airfare receipt, proof of payment and the original boarding passes.**
4. **Train tickets should not be purchased as Business Class or Acela. Please keep the original boarding receipts for reimbursement.**
5. **The State does not give a meal per diem anymore. Candidates must submit their breakfast and dinner receipts in order to get reimbursed (Please note that lunch is not reimbursed by the State).**

**Maximum *per diem* rates for lodging in Manhattan hotels:**

**You can obtain the latest lodging *per diem* rates by clicking on the link below or copying and pasting the link:**

[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)

**Although there is a total meal *per diem* rate of \$52.00 per day that covers breakfast and dinner only (\$18.00 for breakfast and \$34.00 for dinner). Please note that candidates must now submit their meal receipts in order to be reimbursed for meals (the State no longer adds meal per diems). But if breakfast and dinner are provided by Hunter, then meal *per diem* cannot be used. Lunch expenses are not reimbursed.**

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- II.** To reimburse candidates the following forms and materials should be submitted to the Dean's office:

**The candidates must submit all original receipts in order to be reimbursed:**

**Forms needed:**

- "Employee Report of Travel Expenses and Claim for Payment" must be **Signed by Candidate**
- "Standard Voucher for CUNY" form must be **Signed by Candidate**
- "Non-State Employee Travel Reimbursement" form must be signed by the Chair
- We need a copy of the letter or e-mail sent to the candidate inviting him/her for an interview at Hunter
- We need a copy of the agenda (or email) for the day the candidate visited Hunter College

Submit all **original receipts (no copies, no faxes)** for reimbursement.

1. Transportation Ticket (plane, train or bus) must have amount to be reimbursed on it. If purchasing the airfare and the hotel on-line, we must have a printed email receipt or a confirmation for the transaction showing the payment information.
2. Travel by car requires a "Travel by Automobile Statement" form. If using rental cars, the Department must attach a letter of justification explaining why the rental car was the least expensive form of transportation.
3. Hotel receipts must say "0" balance or attach proof of payments, e.g. credit card statement. See guidelines on per diem allowances for New York City.)

**If you'd like, please give a copy of this Memo to the candidate before they make travel arrangements.**

The travel forms can be obtained from me. If you have any questions, please contact me at (212) 772-5521 or via email: [Luz.Ramirez@hunter.cuny.edu](mailto:Luz.Ramirez@hunter.cuny.edu)