

	Accounting/Accounts Payable STATE UNIVERSITY OF NEW YORK AT FREDONIA	POLICY NO: 813
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		LAST REVISED: 02/29/2024
TITLE: Candidate/Guest Travel Explanation of Travel Guidelines as Pertaining to Candidates/Guests		

I. Purpose

The purpose of this guideline is to outline the rules and regulations in regards to candidate/guest travel, as well as to define allowable use of State funds for travel expenses and what documentation is required for submitting said expenses.

II. Scope

Candidates/guests are an important part of the SUNY Fredonia community and should be treated as such. Their presence is crucial to the proper recruitment of new faculty, providing educational benefits, and recruitment of new students. All rules and regulations regarding travel from Travel Policy #810 apply to candidates/guests. However, Policy #813 will supersede Policy #810 as it applies to candidates/guests herein.

This guideline encompasses using state funds to cover the cost of having candidates/guests on campus and in travel status.

Fredonia utilizes the Office of State Comptroller (OSC) Travel Manual as our guidance source. Fredonia can choose to make OSC and SUNY rules more stringent, but cannot be less restrictive. It is the traveler's responsibility to know the travel rules.

III. Procedure

All candidates/guests must have their travel documented and the faculty/staff responsible for their paperwork should refer to Travel Policy #810 for proper procedures in completing and maintaining such documentation.

1. Travel Expenses

- a. Commercial transportation may be purchased on the NET card of the department hosting the candidate **OR** by the candidate themselves with a Travel Voucher being submitted for reimbursement.
- b. Be certain when making reservations to identify that you are calling from a State agency and are tax exempt.
- c. Receipts **MUST** be itemized.
- d. Budget restrictions may apply.
- e. 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 this policy and policy #810. Expenses may include transportation, food, and lodging.
- f. Refer to Travel Policy #810 Section III.i Account Reconciliation, for proper procedure regarding submittal of Travel Voucher.

2. Rental Vehicle

- a. **MUST** be rented by candidate/guest and reimbursed on a Travel Voucher.
 - i. Candidate is encouraged to obtain collision damage waiver. This expense is reimbursable along with the rental expenses, tolls and fuel for the vehicle itself.
 - ii. Candidates/guests are not authorized renters under the State contract and must rent vehicles in their own names.
- b. Mileage and dates of rental must coincide with SUNY Fredonia business.

3. Meals

a. Breakfast

- i. Per SUNY Fredonia Expenditure/Reimbursement Guidelines, breakfast **MUST** be served on campus by FSA.
 1. Only candidate, employees and students may be in attendance.
 2. Spouses and family of candidate are **not** to be included.

b. Lunch

- i. Allowable if the candidate has no available business hours and a mealtime meeting is a last resort. SUNY Fredonia strongly encourages lunch to be served on campus by FSA.
- ii. Maximum of three (3) employees and/or students may attend.
 1. Spouses and family of candidate may **not** be included.

c. Dinner

- i. Allowable if the candidate has no available business hours and a mealtime meeting is a last resort.
- ii. Dinner expense cannot exceed per diem rate for Fredonia/Dunkirk area.
 1. Per Travel Policy #810 Section III.f Lodging and Meals, this amount is 80% of the total per diem rate for the area.
 2. It is allowable to use an average cost. Example: Four (4) people attend and the dinner per diem amount is \$47.00. So long as the total ticket does not exceed \$188 (\$47 per diem x 4 people), the amount is acceptable.
 - a. If employee is requesting reimbursement, they will only be reimbursed up to the allowable per diem rate.
 - b. If a NET card is used and the per diem rate is exceeded, the overage will be reimbursed to Fredonia by the department.
- iii. A maximum of three (3) employees plus the candidate may attend a candidate dinner.
 1. Any additional participants are not allowed without prior written approval from the Director of Accounting.
 2. Spouses and family of candidate are **not** to be included.
- iv. There are four approved dinner locations in Dunkirk/Fredonia. These locations have agreed to allow SUNY employees to present a "House" card (available in the Accounting Department) as proof of tax exemption and for the check to be paid at a later time using the department's NET card. They are:
 1. Steelbound Brewery (Clarion Hotel)
 2. White Inn
 3. Domus Fare

4. Campano's
"House" card **MUST** be returned to the Accounting Department the following day and receipt turned into department for payment via NET card. If employee paid for dinner using a personal card, "House" card must still be turned in next day and a request for reimbursement using a Travel Voucher **AND** 'Justification for Reimbursement of Candidate Dinner Meeting to a SUNY Employee' form **MUST** be submitted within 30 business days or reimbursement is forfeit per Travel Policy #810 Section III.i Account Reconciliation.
- v. No alcohol may be put on the itemized receipt that will be turned in for payment/reimbursement.

4. Lodging

a. On-Campus Lodging

- i. There are currently two locations where candidates may stay on-campus during their visit. These locations are:
 1. University Commons Guest Room 226 (single) @ \$65/night.
 2. University Commons Guest Room 228 (single) @ \$65/night.
- ii. The department hosting the candidate **MUST** send an email to request availability of the rooms prior to contact off-campus hotels for lodging.
 1. The current contact for University Commons Guest Rooms is Jill Zappi in Residence Life (reslife@fredonia.edu).
- iii. Should a room be available, the department is to call and make a reservation with Residence Life-Housing Office at 673-3341.
 1. Host will then receive an email which will contain payment directions.
- iv. Should a room not be available, an email will be sent to the department stating such. This email **MUST** be included with the candidate's Travel Voucher and reconciliation paperwork should off-campus lodging be utilized.

b. Off-Campus Lodging

- i. Off-campus lodging is **NOT** an allowable expense unless email verification of no availability of on-campus housing is submitted with the Travel Voucher.
 1. The verification email **MUST** contain:
 - a. Visitor's First and Last Name
 - b. Check-in Date
 - c. Check-out Date
 - d. Visitor's Phone Number
 - e. Host's Name
 - f. Host's Phone Number
 2. Department's may **NOT** bypass the on-campus housing step. Should no email be submitted, proper reimbursement of SUNY Fredonia funds will be required by the department.