

Faculty Candidate-Related Expenses (On-Campus Interviews)

Procedures for Direct Billing and Reimbursement (February 1, 2022 Update)

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INTRODUCTION

As you proceed with campus interviews for faculty-related searches and all other searches financed by the Provost's Office, please note the following and share with all members of current and future search committees:

- The Senior Staff Assistant to the Provost (Eunice Miller) is the point of contact regarding payment of bills for faculty-related searches, and can be reached at ext. 5421 or via email (eunice.miller@cortland.edu).
- To facilitate the payment for hotels and meals at off-campus restaurants, Purchasing and Accounts Payable has issued a corporate visa card (NET or New Employee Travel Card) to Eunice Miller.

CANDIDATE LODGING

- A. During the initial call, please notify the hotel representative about SUNY Cortland's tax-exempt status and request the State Rate for SUNY Cortland. When contacting a hotel, please ensure that the room charge is consistent with New York State rate for the city (Cortland, Ithaca, Syracuse, etc.) in question, and notify the representative of SUNY Cortland's tax-exempt status. Inform the representative that the credit card authorization and a copy of the tax-exempt status form will be submitted upon receipt of the confirmation letter (Note: Some hotels already have a blanket exempt status form for SUNY Cortland on file while others request a new one for each guest). You may also want to request a copy of their credit card authorization form, and forward it along with the confirmation letter.
- B. After making lodging reservations for the candidate, the department's administrative assistant/search committee member will request a copy of the confirmation letter and forward it via email to Eunice Miller (eunice.miller@cortland.edu). The confirmation letter should have the following information: the name of the hotel, full name of the candidate, date(s) of stay (or arrival and departure dates), nightly rate, confirmation number, and telephone number for the hotel.
- C. Eunice Miller will contact the hotel with the credit card information, and if required, complete the credit card authorization form and submit it along with SUNY Cortland's tax exemption certificate (Form AC-946). The Business Office no longer provides P.O. numbers for this process.
- D. The candidate is responsible for the payment of personal calls, cable movie rentals, and all other incidentals at the time of checkout. The candidate is also responsible for the payment of meals and will be reimbursed using a standard voucher. However, meals may be billed directly when bought at a hotel-owned restaurant. As with lodging, meals billed directly should be tax-exempt.

Note: Meals and other interview-related expenses incurred by the responsible college interviewer(s) at the hotel will not be billed against the candidate's hotel room. The interviewer(s) may contact the Provost's Office (Ext. 5421) beforehand to arrange direct billing, or cover the cost and submit paperwork for reimbursement. The reimbursement for meals should be submitted using a standard voucher, while a travel voucher is used to reimburse mileage.

MEALS

MEAL ALLOWANCES

The maximum allowable rates for meal expenses associated with on-campus interviews are as follows:

- Breakfast: \$13.00/person
- Lunch: \$18.00/person
- Dinner: \$35.00/person

Exceptions to this policy apply to searches for members of the President's Council or at the discretion of the appropriate vice president.

PAYMENT OF MEAL COSTS

- A. For on-campus interviews, State funding (Faculty-related Searches account) will cover meal costs for the candidate and no more than two College interviewers. Other participants will be personally responsible for their own meals, and for ensuring that it is billed separately.
- B. Costs cannot include alcohol or tax. However, tips are included; an appropriate amount, approximately 15-20% of the meal bill, may be added at the discretion of the responsible college interviewer. Tips over the State maximum of 20% will be manually adjusted through Accounts Payable and only up to 20% will be reimbursed.
- C. Billing
 - 1) For Restaurants accepting direct billing arrangements with the College/Provost's Office: Departments should submit an itemized receipt for the meal in question with a completed, self-adhesive label on the back of the receipt (template below). The receipt, along with a copy of the candidate's campus interview itinerary, should be sent via interoffice mail to Eunice Miller (Provost's Office) in Miller Building, Room 404F (Old Main,

Room 217C for now). Upon receipt, the restaurant will be paid using the NET¹ card, or through myRedDragon Depot if the restaurant doesn't accept payment over the phone. Receipts sent directly by a restaurant without the label affixed will not be processed (Note: If the label is not readily available, the responsible campus interviewer may write the information, i.e. name of meal participants, signature, and date, directly on the receipt). Additionally, receipts lacking the address and telephone number of the restaurant will be returned to the department.

| |
|---|
| Candidate: _____ |
| Dept: _____ |
| Search Members: _____ |
| Signature of Search Committee Member below: |
| Date: _____ |
| Attach completed label to itemized receipt and send to: SUNY Cortland, Provost's Office, Box 2000, Cortland, NY 13045 |

Sample Label

If a restaurant needs prior credit card approval, please email Eunice Miller with their contact information.

2) For Restaurants not willing to direct bill the College/Provost:

- The responsible college representative/search committee member may pay for meals and get reimbursed upon submission of a completed standard voucher and original itemized receipts (including the names of the candidate and two meal participants). Tips are also reimbursable up to 20%.
- Tax will not be reimbursed. To avoid a tax charge, a tax-exempt certification (AC-946) should be submitted at the time of the meal. Search committee members or responsible department interviewer(s) may contact their department's administrative assistant for a copy of the tax-exempt certificate (AC-946) for restaurants.

3) On-Campus Meals: Cortland Auxiliary Services (CAS)², has developed a Dining Convenience Card (sample below) to facilitate meal purchase at any of the many dining facilities on campus and be invoiced later. Departments may request their cards free of charge from CAS. As a way of streamlining the process, CAS sends the invoices to the department. Upon using the convenience card at a CAS register and subsequent to

¹ New Employee Travel Card

² Cortland Auxiliary Services (CAS) formerly Auxiliary Services Corporation (ASC)

receipt of a CAS invoice, the department administrative assistant should forward the paperwork (CAS invoice with campus interview itinerary and the names of meal participants if not specified on the itinerary) to the Provost's Office for processing. The receipt given at the time of purchase cannot be used to pay CAS as there is no reference number. However, if a search committee member pays out of pocket, the purchase receipt should be used as supporting document with the standard voucher to request reimbursement. There is no need to prepare a purchase requisition for this process. Invoices sent directly from CAS to the Provost's Office without the required information will be returned to the department.



D. OSC guidelines Regarding Interview-related Meals

Per Office of the State Comptroller (OSC) Bulletin G-78, the following criteria apply (in case of OSC disapproval, the liability may rest with the individual employee):

- The interview process which includes a necessary meal period must be of benefit to the College.
- The cost of the meal must be at the lowest reasonable and feasible amount.
- Only College employees essential to the interview process may incur meal expenses in addition to the candidate.
- Alcoholic beverages cannot be included.
- A candidate may not additionally receive reimbursement for the same meal through any standard voucher process.
- An itemized receipt (restaurant, etc.) is to be submitted as substantiating documentation. Credit Card receipts are not acceptable for substantiating costs incurred.

TRAVEL

CANDIDATE'S TRAVEL

When a search committee decides to bring an individual to campus for an interview, the dates of the interview are established.

1. **Commercial Transportation (airfare, rail fare, bus fare, taxifare, etc.):** Candidates will cover their travel costs upfront and be fully reimbursed. When reserving flights,

candidates should consider reasonable deals and notify department contact about the price before finalizing the ticket purchase. Upgrades of any kind are not reimbursable.

2. **Personal car:** Candidates who use their personal vehicles will be reimbursed for mileage at the existing State rate. Request for mileage reimbursement should include a map printout from starting address to ending address for mileage calculation. Departments should consider the more reasonable option in terms of the candidate using a personal vehicle (mileage) versus the department reserving the rental car under the state contract, where applicable.
3. **Rental car:** Departments may reserve rental cars for their candidates from their home region (i.e., from they live to campus and back), but not for those who will be reimbursed for airfare. If a candidate reserves the rental car from their home address to Cortland, they will be reimbursed for the rental cost within the reasonable timeline of their campus visit. If a candidate arriving/departing through one of the local airports wishes to rent a vehicle, the rental cost will not be reimbursed. (As part of the campus interview process, search committee members/department faculty pick up and drop off candidates from and to the airport, and are reimbursed for mileage).

Note: Rental insurance is built into the State contract when the department reserves the rental. Please contact Purchasing and Accounts Payable if you have questions about the State vehicle rental contract. It can be found at the following link:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7200123174can.HTM>. FAQs regarding the contract can be found at the following link:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7200123174FAQ.pdf>.

TRAVEL REIMBURSEMENT

1. Search Committee members

- a. Search committee members/department faculty who pick up or drop off a candidate from the airport using their personal cars will be reimbursed for mileage. Departments also have the option of requesting a fleet vehicle if one is available to transport the candidate to/from the airport. Please contact **Transportation Services** regarding the use of **fleet vehicles**.
- b. A travel authorization form should be completed and filed with Purchasing and Accounts Payable before the actual travel date. Reimbursement for mileage should be processed using a travel voucher (accompanied by a **Statement of Automobile**

Travel – Form 160-S). The Business Office emails regular updates regarding changes in mileage rates.

2. Candidates

- a. Travel reimbursement to non-employees is processed using a standard voucher.
- b. After the interview, the campus representative or department administrative assistant will ask the candidate to complete a standard voucher for all reimbursable expenses (tickets, tolls, parking, and meals not covered). To facilitate payment, the candidate should complete required portions of the standard voucher (name, home address, dates of interview, title of interview), sign the ‘Payee Certification’ block, and submit it along with the original itemized receipts. The Payee ID/SSN is not needed for expense reimbursements.
- c. The completed standard voucher (along with itemized receipts), is then submitted for approval to the department chair and the dean, and then forwarded to the Provost’s Office where an account code will be assigned.
- d. Upon final approval by the Provost, the paperwork will be forwarded to the Business Office for processing.

ADDITIONAL INFORMATION

Travel guidelines and forms can be found on the Accounts Payable webpage (Candidate Travel Links) at <https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/>. SUNY Cortland’s tax-exempt number is 14740026K/

MISCELLANEOUS RESPONSIBILITIES

The department’s administrative support staff is responsible for the following tasks associated with faculty-related searches:

- Making hotel reservations for candidates. The Provost’s Office staff will however provide the corporate card information and tax-exempt status form to the hotel upon receipt of reservation details (confirmation letter), preferably via email, from the department contact.
- Working directly with the candidate regarding travel plans, including renting vehicles for them through the state contract.
- Preparing paperwork for search committee members or candidates to request reimbursement for interview-related expenses.

- Emailing a copy of candidates' campus interview itineraries to eunice.miller@cortland.edu to be printed upon demand as supporting documentation for P-card³ and NET card reports.

PAYMENT OF EXPENSES

The Provost's Office is responsible for paying all on-campus interview-related costs. Paperwork should be submitted through the regular approval channels: Department chair to dean and on to the Provost's Office for final approval and to assign an account code. The Provost's Office will forward the paperwork to the Purchasing and Accounts Payable Office.

³ Procurement Card

