

William Paterson University

Travel Guidelines for Candidates and Invited Guests 07/2019

These guidelines have been created for candidates who are invited to campus for a job interview and other invited guests such as program reviewers. Disseminate to each candidate upon invitation.

1. All travel arrangements are to be made utilizing the most economical method of travel.
2. When possible, air travel should be booked on days when the lowest airfares are offered. While typically these days are Monday through Thursday, please check multiple options prior to making a purchase.
3. Air travel should be booked at least 14 and preferably 21 days prior to the interview to acquire the most favorable fares.
4. Mileage reimbursement is based on the William Paterson University rate of \$.50 per mile according to the start and finish address found via mapping services available online.
5. Car service (e.g. Uber, Lyft, taxi, etc.) may NOT be the most economical method of travel. If they choose to use any car service, please communicate to the invited guest(s) that they will be reimbursed at the rate of the most economical method of travel to and from the campus.
6. Costs for rental cars will not be reimbursed.
7. Only the candidate will be reimbursed for meals during their travel to and from campus. The reimbursement rates are as follows:
 - Breakfast: Up to \$10.00
 - Lunch: Up to \$12.00
 - Dinner: Up to \$28.00
8. Incidentals charged during hotel stays will not be reimbursed, i.e., in-room movies, liquor, laundry, etc.
9. **Original itemized receipts are required for reimbursement.** Most credit card receipts are not itemized and therefore may not be used for reimbursement unless they include an itemized list of each item included in the total charge.
10. Original itemized receipts from return travel meals and/or home airport parking or car service expenses, must be submitted within **10 days** of the interview in order for them to be considered for reimbursement.