

NON-STATE EMPLOYEE TRAVEL REIMBURSEMENT REQUEST

To be submitted to the Office of the Division Vice President for written justification for reimbursement of expenses incurred by non-New York State Residents who are candidates interviewing for positions at the college.

Date: _____

Candidate: _____

Position: _____

Department: _____

Division: _____

Airline: _____ Fare: _____ *1st Class: _____ Coach: _____

Hotel: _____ ** Rate: _____

JUSTIFICATION:

Department Chairperson

Date

Division Dean

Date

Division Vice President

Date

*First class fare must be approved by the Provost with a justification letter attached.

**New York State Comptroller's Office requires a pre-approval letter from the Divisional Head for conference hotel rates exceeding state allowable reimbursement.
