



Lehman College, CUNY Candidate Travel Policy

Lehman College, CUNY is excited to have you advance in our interview process and we look forward to meeting with you in person. This document outlines our guidelines and procedures for travel and expenses incurred by any Lehman College, CUNY candidate as part of the interview process.

Acceptance of Lehman College, CUNY candidate travel policy is required in order for travel expenses to be a covered interview expense. If you have a question, please contact the Office for Academic Personnel (718) 960-7973 at least 72 hours prior to your travel; otherwise, it is assumed you accept the terms of this policy.

Candidate Responsibility

Candidates are responsible for complying with this travel policy. Lehman College, CUNY assumes no obligation to reimburse candidates for expenses that are not directly related to the interview process or are not in compliance with this policy. Please note that when a candidate travels to Lehman College, CUNY, only actual, necessary and reasonable business expenses will be reimbursed. Therefore, it is expected that you secure the most economic travel costs. Candidates who do not comply with this travel policy may be subject to delay or withholding of reimbursement.

Approved Travel Agency

Effective January 20, 2015 through January 20, 2020 New York State has a contract with Direct Travel New York, Inc. travel agency that will assist you with all your travel needs. The benefit of this service is the ease of securing your arrangements within the state's travel regulations removing any uncertainty for you. The current approved contract vendor information is:

TELEPHONE 800-774-0655 or 518-292-9000

Receipts

Candidates must maintain receipts for all related expenses they are submitting for reimbursement. Original receipts must be submitted within 10 days of your interview date in order to receive reimbursement. As a reminder, the Internal Revenue Service suggests maintaining a copy of your expense reports and receipts for at least 7 years.

Please submit all original receipts for reimbursement to the Office of Academic Personnel.

Lehman College, CUNY
Office of Academic Personnel
Alison Abreu
250 Bedford Park Blvd. West
Shuster Hall Room 381
Bronx N.Y. 10468



Travel Expenses

Airline, Train and Loading arrangements must be made by the candidate through our approved travel agency, Direct Travel New York, Inc. 800-774-0655. Airline, Train, Loading and Ground Transportation expenses are paid directly by Lehman College, CUNY. Upgrades are not permitted at the candidate's personal expense.

When booking travel with our NYS travel agent team, please make sure you tell the travel agent the following information so that they may best help you:

- You are calling from Lehman College under “Non-NYS”.
- **The credit card for Air/Rail travel should be booked using Deborah Rhem-Jackson’s profile**
- Please request that a copy of your itinerary be sent to Deborah Rhem-Jackson (deborah.rhemjackson@lehman.cuny.edu) & Alison Abreu (alison.abreu@lehman.cuny.edu).
- Ask the travel agent to book your overnight stay at Lehman’s Preferred Hotel: The Hyatt Place, 7000 Mall Walk, Yonkers, NY 10704. Contact: 914.377.1400 **Darryl Lafferty** darryl.lafferty@hyatt.com, **Aleks (Aleksandra Paschek)** aleksandra.paschek@hyatt.com Guest Service Manager or **Lorenzo Dowe** lorenzo.dowe@hyatt.com Front Desk Supervisor

Emergency / En-Route Changes

If travel arrangements must be changed as a result of an emergency while in route we ask that candidate contact Direct Travel New York, Inc. between 9–5 pm 800-774-0655 or a Lehman College, CUNY Academic Personnel representative regarding the required changes as soon as possible. Air, hotel or car reservation emergency change requests requiring additional charges must be approved by authorized Lehman College, CUNY representative.

Lost or Excess Baggage

Lehman College, CUNY will not reimburse for baggage fees or for personal items lost while traveling for interviews. The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines.

Hotel Expenses

All hotel arrangements must be made via our approved travel agency Child Travel New York, 800-774-0655 and paid for directly by Lehman College, CUNY. However candidates are required to present a valid credit card upon check-in to cover non-reimbursable incidentals (refer to non-reimbursable items). Lehman College, CUNY is not responsible for charges to the hotel room above and beyond the room rate and taxes. Upgrades and additional nights will be at the candidate's personal expense and are not reimbursable, unless approved by Lehman College, CUNY representative in advance of check-in.

Hyatt Place Yonkers
7000 Mall Walk
Yonkers, NY 10704
Direct Phone: 914-377-1400
Direct Fax: 914-377-1401



Telephone and Internet Access Expenses

Lehman College, CUNY is not responsible for telephone or internet access expenses incurred while traveling for interviews.

Transportation and Rental Car Expenses

- **Ground Transportation**

Parking fees at airport facilities, taxi fares from home to and from the airport, to and from the airport to the hotel, and to and from the campus are reimbursable unless prepaid for by the College. The candidate must submit original receipts for these incidental expenses along with the State of New York Claim for Travel Reimbursement by a Non-Employee AC-3257-S form.

- **Personal Car**

Candidates travelling by personal automobile will be reimbursed for tolls and mileage at the State of New York mileage rate in effect at the time of their travel. The standard mileage allowance is established by the Internal Revenue Service (IRS). As of January 2015, the mileage rate is .575 cents per mile. The mileage rate can be found on the College’s website at <http://www.lehman.edu/administration/business-office/accounts-payable.php>.

Effective Date	Personal Vehicle Standard Rate	Motorcycle Mileage Rate
January 1, 2016	0.540	0.510

Mileage reimbursement should never exceed the cost of available alternate transportation, that is, the reimbursement for mileage cannot exceed the lowest airfare or train rate available. The candidate must submit original receipts for tolls and indicate miles traveled on the NY Statement of Automobile Travel form. Reimbursement is limited to mileage associated with travel to and from the interview only.

- **Car Rental**

Car rental arrangements should be made via our approved travel agency Child Travel New York, Inc. 800-774-0655. There is currently a State contract with Enterprise Holdings & Hertz available for your use. You may seek reimbursement for car rental costs and fuel; mileage is not reimbursable. Insurance is a covered travel cost but optional services (e.g prepaid fuel) are not. If you choose not to use the state contract, you will need to document that you have received a reasonable rate.



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Travel will be reimbursed only after the Office of Academic Personnel Lehman College, CUNY has received and approved your travel reimbursement request. Please allow 45-60 days for processing and reimbursement.

Rental cars secured by Child Travel New York, Inc. 800-774-0655 on behalf of the incoming candidate must NOT be used for personal travel. Lehman will only pay rental expenses incurred for travel directly related to the interview process (travel from the airport to the interview destination, hotel, nearby restaurants, and back to the airport). Every reasonable effort must be made to return the rental car: To the original rental city unless specified for a one-way rental; Intact (i.e. no bumps, scratches, or mechanical failures); On time to avoid additional hourly charges; With a full tank of gas (Lehman College, CUNY encourages you to refuel the vehicle prior to returning to the rental car agency and expensing the fuel cost).

Meals

Candidates are eligible to be reimbursed for their breakfast and dinner at rates that are determined by NYS guidelines. Lunch and alcoholic beverages are not reimbursable. The candidate should provide original, itemized receipts along with the State of New York Claim for Travel Reimbursement by a Non-Employee AC-3257-S form. All meals incurred during an extended stay that are not pre-approved by the division head shall be at the candidate's personal expense.

Non-Reimbursable Expenses

There are expenses Lehman College, CUNY will not reimburse including but not limited to:

- Airline upgrade certificates
- Alcohol or mini-bar charges
- Baby-sitting and child care
- grooming costs
- Briefcases and luggage
- Clothing
- Frequent flyer award tickets
- Free flight, hotel, or car rental coupons
- Gambling losses
- GPS
- Hotel upgrades
- Laundry or dry cleaning charges
- Loss/theft of cash, money, personal funds, or property, including baggage
- spa charges
- Magazines, books, or newspapers
- Medical bills incurred during travel
- Optional travel, trip, flight, or baggage insurance
- Parking tickets
- Personal aircraft or non-approved aircraft charter expenses
- Personal credit charge card fees and interest charges
- Personal entertainment including: Movie, videos, or DVD rentals including in flight or in hotel room; Movie theatre tickets; Earphones in flight
- Pet-boarding expenses
- Rental car upgrades
- Repairs to vehicles
- Souvenirs or personal gifts
- Sports and Social Club (golf, country, tennis clubs) dues and memberships
- Supplemental rental automobile insurance
- Toiletries
- Traffic, speeding, and parking tickets
- Travel expenses for other individuals, including spouses
- Valet parking