

SKIDMORE

C O L L E G E

Interview Expenses Guidelines

1. **Travel:** The most cost effective mode of travel should be used based on itinerary. Receipts must be presented for all reimbursable costs. Please contact Human Resources for the budget number to which these expenses can be charged.

A. **Personal Automobile:** Appropriate for travel within a 200-mile radius of campus.

- When coming from a distance greater than 60 miles, mileage will be reimbursed at the approved Federal Mileage Rate. (Current rate is listed on the Financial Services website under Accounts Payable.)
- Tolls and parking fees will be reimbursed at actual cost per submittal of original receipts.
- Gas, repairs, fines, etc. are not reimbursable.

B. **Air Travel:** Appropriate for travel beyond a 200-mile radius from campus.

- Arrangements should be made through the Skidmore travel on-line website at (<http://www.skidmore.edu/purchasing/travel/index.php>) with your departmental purchasing card. As a reminder, applicant travel should be put on the p-card, employee travel cannot.
- Southwest Airlines is the preferred airline. However if this carrier does not operate at the traveler's point of departure or a more economical flight can be obtained on another carrier, please book it.
- Seats should be booked under coach travel only; otherwise the individual will cover the incremental cost.
- We encourage payment of expenses through the use of a corporate visa card because the College receives a rebate based on the total volume of the card usage.

C. **Train and/or Bus Travel:** Appropriate and encouraged for travel within a 200-mile radius of campus.

Hiring departments are encouraged to arrange for personal pick up of applicants arriving by plane, train or bus. If this is not possible, contact a local car service, taxi or rent a car to conclude their trip to Skidmore; whichever is most cost effective. The cost will be reimbursed.

2. **Local Lodging:** Costs should be kept to a minimum and will be reimbursed at a maximum rate of \$150 per night. Please contact Purchasing Services for a list of preferred local hotels and their rates. Personal entertainment (movies, games, etc.) are not reimbursed.

3. **Meals:** Costs for a candidate's meals during the interview period are reimbursed up to an average of \$60 per full day (\$10 – breakfast, \$15 – lunch, \$30 – dinner and \$5 - incidentals). Please use the Downtown discount business cards whenever possible. The cost for a maximum of three search committee members to join the candidate for each meal will also be covered at the aforementioned rates. Please refer to the Skidmore College Travel and Entertainment Policy: https://www.skidmore.edu/financial_services/documents/SKIDMORECOLLEGE TRAVELPOLICY.pdf for further details.