

Travel Reimbursement Information

We appreciate your interest in employment with Fitchburg State University, and welcome you to our campus. We encourage all candidates traveling to the institution to use the most economical choice for transportation, car rental and lodging options.

To assist you with your arrangements we are providing the following information. Please note that rates are subject to change.

Booking through one of the online search engines may provide some very economical package options.

Overnight Candidates

Mode of travel:

- Airline
- Train
- Bus
- Personal vehicle

Car Rental - please note the University is only allowed to pay the cost of the daily car rental fee for the period of time that the candidate is here for an interview. *(If a candidate chooses to accept the insurance and liability waivers etc. that the car rental agencies offer, those expenses will be the responsibility of the candidate.)*

Hotel lodging: Candidates can reserve a room at one of the following for a one night stay to receive the university discounted rates.

Double Tree by Hilton - Leominster, MA - Fitchburg State University has a special corporate rate with the Double Tree by Hilton (99 Erdman Way Leominster, MA 01453).

To make a reservation, please call them directly at 978-534-9000 or online at <http://doubletree3.hilton.com/en/hotels/massachusetts/doubletree-by-hilton-hotel-leominster-ORHLEDT/index.html> (do not book a room from any pre-paid booking sites, like Expedia, Kayak, AAA, Travelocity, etc., once you book a room with these types of sites Hilton cannot adjust the rate or refund money).

When booking reservations through the web site above, go to the “corporate code” box and enter “**2854040**”, this is Fitchburg State’s code and will load the rate of \$114 for a standard room, which includes a free breakfast in their restaurant. Susan Piper (978-840-5531) at susan.piper@hilton.com, Director of Sales & Marketing, or nicholas.brindisi@hilton.com, Hilton’s group reservationist, can assist in making reservations

Howarth House/Bed & Breakfast – Fitchburg, MA - Located within walking distance of Fitchburg State University at 81 Ross Street, Fitchburg, MA 01420. Fitchburg State University receives a discount of 10% between the months of November 1 through April 1 off the current rate. The North and South

rooms are approximately \$155 per night. The owners are Brian & Linda Belliveau, to reserve this special rate contact 978-342-2851.

www.howarthhouse.com

Non-Local Candidates/Overnight

- Every expense must have an original receipt in order to be reimbursed. The original receipt must indicate the balance has been paid.
- An itemized receipt is required for meal reimbursement.
- Candidates are reimbursed for travel, if there are extenuating charges for travel; the university will assess if additional funding is available and will notify the candidate.

Local Candidates/Non-overnight

- Personal vehicle mileage, train/bus fare are reimbursable expenses.
- Every expense must have an original receipt in order to be reimbursed.
- An itemized receipt is required for meal reimbursement.
- If travel requires additional funds, please contact the search committee chair to communicate the difference required for travel, in the case of extenuating circumstances. The university will assess if additional funding are available and will notify the candidate.

General Information

- Mileage reimbursement is \$0.58 per mile, subject to change.
- Alcoholic beverages are not reimbursable.

Process

Each candidate is responsible for his/her travel arrangements and expenses. Following the interview, reimbursement will be forwarded to the candidate after appropriate receipts and forms have been completed and submitted the search committee chairperson.

When a candidate completes his/her travel, the candidate may submit a scanned copy of their receipts to the search committee chair. Please make certain that their name, mailing address (home address) and phone number is included with the expense reimbursement request. Attaching an itemized list of expense reimbursements with the original receipts is very helpful. A completed W-9 form shall also be included. A W-9 form is required in order to process candidate expense reimbursement.

Additional travel information can be found on the Financial Services web page at <http://www.fitchburgstate.edu/offices-services-directory/financial-services/travel-policy/> . If you have any questions, please contact the search committee chair.