

Guidelines for Reimbursement of Faculty Recruitment Expenses¹

Candidates invited to interview for faculty positions may be reimbursed for travel expenses. Faculty and staff who have accrued recruitment-related expenses also may be reimbursed. Original receipts and a copy of the position's Personnel Vacancy Notice (PVN) must always be submitted with each reimbursement request. Optimally, candidates should sign these forms when they are at The Graduate Center for the interview; they should also be provided with a pre-addressed envelope so that they can send their travel receipts to the Assistant Program Officer (APO).

- To reimburse a **faculty candidate**, complete a *GD-11 Expense Sheet* and *State of New York Standard Voucher for CUNY*. On the *GD-11 Expense Sheet*, write "Recruitment: Reimbursement of travel expenses for a faculty candidate" under **Purpose of Trip**. The same text as indicated in item 2 above should be written in section 7 (**Description of Material/Service**) of the *State of New York Standard Voucher for CUNY*. Include the candidate's name, address, and social security number on both forms. Original receipts for travel expenses and a copy of the PVN for the position must accompany these forms. Tape all receipts neatly to an 8½ x 11 sheet of paper.
- Although the procedure given above is true in most cases, to reimburse a **non-resident foreign faculty candidate** or a **candidate currently on the NY State payroll** (for example, SUNY faculty), complete a *Payment Request* form. Check the **REIMBURSE OUT OF POCKET EXPENSE** box; enter the amount of the reimbursement next to **OTHER** (which appears below item **712200 SUPPLIES**) and write "Recruitment: Reimbursement of travel expenses for faculty candidate" on the line provided. Include the candidate's name, address, and social security number (if the individual has one). Original receipts for travel expenses and a copy of the PVN for the position must accompany this form. Tape all receipts neatly to an 8½ x 11 sheet of paper.
- To receive a reimbursement, **CUNY faculty and staff** who accrue recruitment-related expenses (recruitment luncheon/dinner, refreshments for the candidate's public talk/lecture, for example) should complete a *Payment Request* form. To complete the form, check the **REIMBURSE OUT OF POCKET EXPENSE** box; enter the amount of the reimbursement next to **OTHER** (which appears below item **712200 SUPPLIES**) and write "Recruitment expenses" on the line provided. Include the name, address, and social security number of the person to be reimbursed. Original receipts and a copy of the PVN for the position must accompany this form. Tape all the original receipts neatly to an 8½ x 11 sheet of paper. If you are requesting a reimbursement for a recruitment luncheon or dinner, attach a list of those who attended the function. A reimbursement request for recruitment-related expenses incurred for a candidate's public talk or lecture must include a printed announcement of the event.

Forward all completed forms and the required attachments to Dr. Robert Nival in the Office of the Provost. If you have any questions, please call Ms. Margarita Nasr, Coordinator for Academic Operations (212-817-7238; mnasr@gc.cuny.edu).

¹ Please note that all forms are available on the Provost's website: <http://web.gc.cuny.edu/provost/forms.htm>. These forms are in Adobe PDF writable format and can be completed online or downloaded and completed as needed. Move from field to field by using the <tab> key.