# **[Non-Employee Travel Checklist](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/" \l "travel-reimbursement-to-non-state-employees-and-students)**

# [**Job Candidates**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#job-candidates)

## **Transportation**

* 1. [Airline](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#airfare-for-job-candidates)
  2. Car Rental
  3. Mileage
  4. Uber/Lyft/Taxi Service

## [**Lodging**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#lodging-for-job-candidates)

1. To be booked locally by Dept. AA (or Provost’s Staff Associate if using Provost’s account) and billed directly to campus.
   1. Dept. AA to submit as a PO via RDD.

## [**Meals**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#meals-for-job-candidates)

1. Itemized receipts must be included for meals on their own.
   1. **Meal per diems do NOT apply to non-employees.**
   2. Alcohol will not be reimbursed.

## **Candidate’s Interview Agenda/Itinerary**

1. Include copy with backup

## [**Standard Voucher**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Standard%20Voucher.pdf)

1. Areas to complete on Standard Voucher:

### **Top portion – Payee Information**

**Do NOT add SSN**

1. Payee Name (first & last)
2. Email Address
3. Address (Street, City, State Zip)
   * + - 1. *(where the check will be mailed to)*

### **Middle Section – Description of Material/Service**

1. Dates and itemized listing of expenses (i.e. airfare, rental car, mileage, meals)
   1. **Per Diem Rates do NOT apply to non-employees.**
   2. Itemized receipts required (without, they will not be reimbursed for that meal)
2. Total Travel Expenses
3. Net = Grand Total to be reimbursed

### **Payee Certification**

1. Job Candidate signs (no digital or e-signature allowed)
2. Date

### **Supervisor’s Certification**

1. Department Chair signs (no digital or e-signature allowed)
2. Title
3. Date

### **Cost Center Unit**

1. Add account # to charge
2. Receipts and Backup
   1. Scan all receipts & backup and combine into 1 PDF with Standard Voucher.
      1. Email fully signed Standard Voucher and backup to [accounts.payable@cortland.edu](mailto:accounts.payable@cortland.edu).

**Standard Voucher cannot be digitally or e-signed.**

**Signature Types:**

**NOT Allowed:**

1. Typed signature:

A screenshot of a signature

Description automatically generated

1. Digital Signature:

A close up of a logo

Description automatically generated

**ALLOWED (original signature scanned):**

1. Original, scanned

A close-up of a signature

Description automatically generated