



TRAVEL GUIDELINES FOR CANDIDATES AND VISITORS/SPEAKERS

Please bear in mind that all arrangements should be made using the most economical choice.

A. TRANSPORTATION

1. Airline will be paid by the traveler and reimbursed to him/her. A detailed receipt is required.
2. We do not reimburse for travel insurance.
3. We do not reimburse for premium upgrades including, but not limited to, seating assignments.
4. We are unable to reimburse for tickets obtained with frequent flyer miles.
5. Mileage for personally owned vehicles will be reimbursed at the current rate established by the federal government (see gsa.gov).
6. Vehicle rentals (when required) must be for a small or mid-size car and should not include insurances or optional items such as GPS.
7. Transportation to/from local airports is often available through the department. Plans should be communicated prior to travel.

B. LODGING

1. Reimbursement will be made for room and fees.
2. We will not reimburse for concierge services, in room movies or other optional amenities.
3. See below for detail regarding meals and beverages.

C. MEALS

1. Reimbursement of meals should be discussed with the traveler prior to the visit.
2. Some meals may be provided on campus or via a search committee event.
3. Meal expenses to be reimbursed to visitors must be in accordance with limits set by gsa.gov.
4. When receipts are required, detail must be included. (It is not acceptable to have "room service" on a hotel invoice. We will need the detailed restaurant invoice)
5. Under no circumstances may we reimburse for alcoholic beverages.

D. REIMBURSEMENT

1. Prior to leaving campus, travelers should meet with a department representative to provide receipts and signature on an expense report form

LODGING CLOSEST TO CAMPUS:

FAIRFIELD INN BY MARIOTT
1065 ALLIANCE PARK DR.
BLOOMSBURG, PA 17815
570-416-2777

HAMPTON INN BLOOMSBURG
255 PAPER MILL RD.
BLOOMSBURG, PA 17815
570-380-1020

INN AT TURKEY HILL
991 CENTRAL RD.
BLOOMSBURG, PA 17815
570-387-1500