Candidates shall be limited to the following categories. Any questions should be directed to the Search Committee Chairperson.

- **Mileage and Tolls** – The University shall reimburse candidates for use of their personal automobile to transport themselves. Reimbursement shall be at the prevailing IRS mileage rate (**see current rate from Finance & Administration**.) The University shall also reimburse a candidate for tolls incurred in this travel. A receipt is required for tolls. MapQuest should be used to verify and submit for reimbursement of mileage.

- **Car Rental/Ride Share Option** – The University shall reimburse the candidate for car rental fees and fuel costs (mileage is not used when renting a car). You may choose to take another form of transportation to the area – such as Uber, Taxi, or Ride share option (i.e., GO Airport Shuttle http://www.2theairport.com) Note: The White Plains/Westchester Airport does not provide shuttle services. If choose to fly into this airport you will need to rent a car or take a taxi/Uber.

- **Travel Expenses** – The University will reimburse candidates for other travel expenses incurred in the visit to the University. Air travel shall be restricted to coach and should be the most economical travel possible. Any expenses in this category must be documented with an itemized receipt showing payment. **NOTE:** Seat upgrades are not reimbursable; Baggage fees will be reimbursed for one (1) piece of checked baggage each way. If a traveler is not charged for the first piece of checked baggage, the State will not allow reimbursement for additional pieces unless an appropriate business purpose is provided. Excess weight charges will not be reimbursed. Receipts are required for any baggage fees.

- **Meals** – The University shall reimburse candidates for meal expenses during the time of travel or the time of the visit. Reimbursement for meals will be based on the Federal GSA Per Diem rates for the Danbury area. Currently, the candidates' own meals may be reimbursed up to $16 for breakfast, $17 for lunch, $31 for dinner and up to $5.00 for incidental expenses. Tips for meals are included in this daily allowance. Any expenses in this category must be documented with an itemized paid bill or receipt. Expenditures should be limited to the cost of food only. WCSU is not permitted to reimburse for alcoholic beverages. Meals should not be charged to the room and should be listed separately than the room charge.

- **Lodging** – The University will reimburse candidates for the cost of lodging at the University's discounted rate. The hotel list on the following page includes hotels that provide discounts to visitors of the University. When making reservations, please let the hotel know you will be visiting WCSU so that you receive the University Rate. If you made your reservation via a reservation system, please be sure to have the rate adjusted (if it is at a higher rate) once you arrive at the hotel to reflect the University's discounted rate. Please note that hotel expenses should be paid by the candidate and will be reimbursed upon proper submission of an itemized paid bill or receipt. Meals should not be charged to the room.

- **W-9** - A W-9 will be required to by all candidates. The University needs this form on file in order to properly document the reimbursement to the candidate. The candidate should complete the W-9, leaving the Social Security Number section blank and email the completed form to the department secretary/search committee chairperson, along with your receipts as detailed below, and then call WCSU Human Resources (203-837-8662) with their Social Security Number. (Documents containing SS#'s should not be emailed.) HR will fill in your SS # on the completed W-9 form. You will be set up in our Banner System as Non-Taxable so that there will be no tax implications with regards to your reimbursement. The W-9 form may be found on the IRS website: https://www.irs.gov/pub/irs-pdf/fw9.pdf

- All expenses must be documented with ***Original Itemized Receipts***. Please request information from the Search Chairperson or designated University personnel regarding reimbursement restrictions.

Danbury Area Hotels
Special Negotiated Pricing for
Western Connecticut State University

Ethan Allan Inn $129.00
*Located at Exit 4 off of I-84
21 Lake Avenue Ext.
203-744-1776
Includes breakfast in the Ivy Room Restaurant
* Request discounted rate for WCSU Visitors

Holiday Inn Express & Suites $104.00
*Located at Exit 2 off of I-84
89 Mill Plain Road
203-205-0800
*Request discounted rate for WCSU

***To receive the Special WCSU Education Rate - Please be sure to mention that you are a visitor to Western Connecticut State University to receive the discounted rate. WCSU will only reimburse the above negotiated rates.**

All guests must charge their room to their personal credit card and submit the paid, itemized receipt through the Search Committee Chairperson or designated University personnel.

Hotel listing updated 03/2025