



SCHOOL *of* EDUCATION *and* APPLIED PROFESSIONS

BUFFALO STATE • The State University of New York

NON-EMPLOYEE TRAVEL

In certain circumstances, Buffalo State may reimburse travel costs incurred by non-employees traveling on university-related business. Types of non-employee travel include travel for interviews, travel by students, and travel by vendors including lecturers, presenters, consultants, evaluators, performers, etc. event Reimbursements are allowed in accordance with all travel policies, procedures, and guidelines.

CONTACT

Mary Ellen Grot

Administrative Assistant, Office of the Dean

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GUIDELINES

ALLOWABLE EXPENSES must be determined via [Method 2](#) which requires receipts for lodging (not for meals).

- Visit the [GSA website](#) to determine current overall rates for allowable expenses.
- Visit the [Meals and Incidentals page](#) to determine the meals and incidental expenses breakdown of rates.
- Non-employees may not participate in the rental of vehicles via the NYS contract guidelines.

INTERVIEW CANDIDATES

Reimbursements are allowed to interview candidates who reside over 50 miles from the place of the interview.

Expenses may include transportation, food, and lodging. The interviewee must book and cover the cost of their travel (ground or air) to be reimbursed after the visit.

STUDENTS

Reimbursements are allowed to students participating in a university related. Expenses may include registration, transportation, food, and lodging. Students must book and cover the costs of all travel expenses, which will be reimbursed after travel.

VISITORS

Reimbursements are allowed to visitors invited to campus to participate in an event or activity. Expenses may include fees, transportation, food, and lodging. Individuals being paid a fee for their services must include and combine any travel expenses in the fee (subject to IRS Form 1099 reporting requirements). When determining this amount, employee travel allowances should be used as a basis for the reasonableness of the vendor travel expense. Once a combined fee is agreed upon, there is no need to collect travel expense receipts from the non-employee as they apply to travel. The visitor must book and cover the cost of their travel.

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BEFORE TRAVEL

Notify Mary Ellen Grot of the visit.

Include the following:

- Name of individual
- City/State of origin
- Date(s) of visit
- Summary of accommodations needed including cost estimates
- Proof of the event/activity (e.g, interview schedule, event brochure or notification, etc.)

AFTER TRAVEL

Warning: Travel funds expire with each fiscal year. Delay in submitting documentation may result in a loss of funds for reimbursement due to the lapsing fiscal year.

1. The department completes the appropriate reimbursement form:
 - **NYS Funding:** Use the [Standard Voucher](#)
 - **Foundation Funding:** Use the [Accounts Payable Travel Payment Request Form](#)
2. On the form, specify the dates and purpose of the activity, expenses and amounts. You may attach a separate document outlining expenses in detail.
3. Attach receipts and backup justification (e.g. flier, conference brochure).
 - Transportation and lodging receipts must include full details and costs, traveler's name, and an indication that payment was made. PDFs or email confirmations preferred. Do not send incomplete screenshots.
4. Submit completed, signed form and documentation to Mary Ellen Grot in the Dean's Office when travel is complete.

Please review the Travel Services website for more details pertaining to travel procedures
<https://accountspayable.buffalostate.edu/travel-services>