



NON-EMPLOYEE TRAVEL

In certain circumstances, Buffalo State may reimburse travel costs incurred by non-employees traveling on college related business. Types of non-employee travel include travel for interviews, travel by students, and travel by vendors including lecturers, evaluators, and those receiving honorariums. Non-employees, including students, may not participate in the rental of vehicles via the NYS contract guidelines.

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.

INTERVIEWS & SITE VISITORS

Reimbursements will be allowed to candidates and visitors who reside over 50 miles from the place of interview in accordance with all travel policies, procedures, and guidelines listed. Expenses may include transportation, food, and lodging.

BEFORE TRAVEL TAKES PLACE

1. Please notify the dean's office that you are expecting a candidate and include the following information:
 - Name of the candidate
 - City/state they are traveling from
 - Date(s) they are expected to visit
 - Summary of what accommodations they will need (airfare, lodging, meals)
 - Copy of the interview schedule
2. If the candidate requires an overnight stay and would like this to be arranged by Buffalo State, please reach out to Amanda Marzolf.
3. The following two websites should be used to identify Meals and Incidental Expenses (M&IE):
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - The maximum reimbursement for lodging in Erie County through September 2025 is \$126
 - <https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/D.htm>
 - The maximum reimbursement for meals in Erie County through September 2024 is \$80 per day (\$16/breakfast, \$64/dinner)
4. Airfare must be paid for by the visitor and reimbursed after their visit. Campus employees booking reservations for non-employees through the [Business Travel Account \(BTA\)](#) will need to process BTA payments through the non-employee and the non-employee must seek reimbursement after travel is completed. If the visitor chooses to book their travel on their own, a justification must be furnished showing that there is a cost savings as compared to the Business Travel Account (BTA) price. Amanda Marzolf can assist you with this process, as needed.
5. The department should expect to pay for any meals during their interview/visit. The dean's office will pay for lodging, meals, and airfare outside of the scheduled interview/site visit.

AFTER TRAVEL TAKES PLACE

1. Documentation for reimbursement should be submitted as soon as possible after the visit.
2. Travel reimbursements to non-employees of SUNY are processed through a [Standard Voucher](#). The payee or department should complete the voucher to specify the exact purpose for the payment, as well as dates of the activity.
3. The payee's signature must be entered in the "Payee Certification" block on the voucher. Travel expenses for lodging and meals for non-employees must be via [Method 2](#) guidelines which require receipts for lodging (not for meals).
4. All original receipts should accompany the [Standard Voucher](#) and be forwarded to Amanda Marzolf.

STUDENTS

In certain circumstances, Buffalo State may reimburse travel costs incurred by students traveling on college related business.

BEFORE TRAVEL TAKES PLACE

1. To ensure reimbursement after travel; a [travel authorization & estimated expense form](#) MUST be submitted before making any purchases related to the travel. Please submit travel authorization requests to Amanda Marzolf, Executive Assistant to the Dean.
2. Please include supporting documentation such as a conference agenda or event schedule.
3. The following two websites should be used to identify Meals and Incidental Expenses (M&IE):
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - <https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/D.htm>

AFTER TRAVEL TAKES PLACE

1. Documentation for reimbursement should be submitted as soon as possible after the visit.
2. Travel reimbursements to non-employees of SUNY are processed through a [Standard Voucher](#). The payee or department should complete the voucher to specify the exact purpose for the payment, as well as dates of the activity.
3. The payee's signature must be entered in the "Payee Certification" block on the voucher. Travel expenses for lodging and meals for non-employees must be via [Method 2](#) guidelines which require receipts for lodging (not for meals).
 - If reimbursement is being paid through the foundation versus state funds, please complete a [Accounts Payable/Travel Payment Request Form](#) instead of a standard voucher.
4. All original receipts should accompany the [Standard Voucher](#) or [Accounts Payable/Travel Payment Request Form](#) and be forwarded to Amanda Marzolf.

Please contact Amanda Marzolf in the Dean's Office at marzolam@buffalostate.edu or (716) 878-4698 or Travel Services at (716) 878-4117 with any questions you may have while completing travel documents.

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