



## Candidate Quick Guide

### General Information

- ❖ Candidates must follow the [CSU Travel Policy](#) and [Stanislaus State Travel Guidelines](#). The university has the right to deny expenditures incurred by individuals who fail to adhere to policy.
- ❖ All expenses must be ordinary, reasonable, not extravagant, necessary, and allowable.
- ❖ Itemized receipts are needed for all expenses related to the trip.

### Transportation

- ❖ Administrative contact should provide guidance on the most economical mode of transportation. A cost comparison is highly recommended to determine the most economical mode of transportation (i.e., flying, vehicle rentals, personal vehicle). The candidate will be reimbursed for what the most economical choice will have cost if the candidate chooses an alternative method of transportation.
- ❖ Nearby airports include San Francisco (SFO) 104 miles, Sacramento (SMF) 98.3 miles, Fresno (FAT) 88.2 miles, San Jose (SJC) 95.8 miles, Oakland (OAK) 87.3 miles.
- ❖ Travel expenses are reimbursed for the **most direct route** from the candidate's primary residence to CSU Stanislaus and back using [Google Maps](#) as the source for reference.
- ❖ If utilizing commercial transportation, the University has a contract with [Enterprise](#).
  - An account number and PIN will need to be obtained from the administrative contact.
- ❖ If the candidate mixes personal and business with the trip, the extra expenses will not be reimbursed.

### Lodging and Meals

- ❖ Actual lodging and meals will be reimbursed for each day **up to** these limits:

Lodging	\$275 limit per night, excluding taxes
Meals	\$55 limit per day, including tax/tip

- ❖ CSU Stanislaus has contracts with three local hotels. Please use one of these hotels and provide them with the OCI number provided to the candidate. The reservation must be made directly with the hotel and not using a third-party vendor. Candidates should provide the hotel with the [Hotel/Motel Transient Occupancy Tax Waiver](#).

#### Fairfield Suites

3301 Countryside Dr, Turlock, CA 95380  
(209) 668-3800

#### Candlewood Suites

1000 Powers Ct, Turlock, CA 95380  
(209) 250-1501

#### Holiday Inn Express Suites

3001 Hotel Dr, Turlock, CA 95380  
(209) 664-9999

## Required Backup for Reimbursements

- ❖ Original, itemized receipts for all expenses
  - Itemized receipt must include the following details:
    - Vendor name
    - Amount
    - Payment method (credit/debit card, cash)

## Payment of Claims

Once the claim has been approved for processing, reimbursement will be mailed to the candidate's home address or other address provided on 204 form.

## Policies and Procedures

This guide is meant to be an aid and is not a complete list of procedures to be followed. Reimbursement will be paid based on the [CSU Travel Policy](#).

## Common Questions

### Examples of allowable expenses including but not limited to:

- ✓ Hotel room, taxes, and applicable fees
- ✓ Economy flight and baggage
- ✓ Compact/Economy sized rental car and gasoline
  - Rental vehicle must be fueled prior to returning to rental agency
- ✓ Mileage using the most direct route
  - Personal vehicle mileage will be reimbursed at the [IRS rate](#)
- ✓ Rideshare, if applicable
- ✓ Meals, if not provided with the interview

### Examples of unallowable expenses including but not limited to:

- × Alcohol
- × Tips over 20%
- × Any personal travel expenses
- × Upgrades to airfare, vehicle rentals, etc.
- × Pet fees

If you have any questions about your trip, please contact the administrative contact provided by your interviewing department.