Candidate Quick Guide

General Information

- ✓ Candidates must follow the CSU Travel Policy and CSUSM Travel Guidelines. The university assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.
- ✓ All expenses must be ordinary, reasonable, not extravagant, necessary, and allowable.
- ✓ Keep track of all expenses related to the trip, including itemized receipts for expenses $75 and over (NOT estimates or flight confirmations).
- ✓ Upgrades for flight, hotel, rental car, or ride-share service are NOT reimbursable.

Transportation

- ✓ The candidate should use the most economical mode of transportation. For example, if it is cheaper to fly than to incur mileage, this option should be chosen. If the candidate chooses the lesser economical mode of transportation, they will only be reimbursed for what the most economical choice would have cost.
- ✓ Travel expenses are reimbursed for the **most direct route** from the candidate's primary residence to CSUSM and back using Google Maps.
- ✓ If the candidate takes a side trip, the extra expenses will NOT be reimbursed.
- ✓ Please refrain from using third party vendors such as Expedia and Orbitz.

Lodging and Meals

- ✓ Actual lodging and meals will be reimbursed for every 24-hour period according to these limits:

Lodging	$333.00/night, excluding taxes
Meals/Incidentals	$92.00/day, excluding meals provided by campus

- ✓ CSUSM has contracts with two local hotels. Please use one of these hotels and mention the **CSUSM Corporate Rate** when booking your room (you must call the hotel to make the reservation). Please do NOT use a third-party vendor.

Fairfield Inn San Marcos

277 W. San Marcos Blvd. San Marcos, CA 92069
(760) 891-0111

Lakehouse Hotel San Marcos

1025 La Bonita Dr. San Marcos, CA 92078
(760) 744-0120

Rev. 4/26

Examples of allowable expenses (not a complete list):

- Hotel room, taxes, and applicable fees
- Economy flight and baggage
- Intermediate sized rental car and gasoline (please do NOT fill up at rental car agency or buy pre-paid gasoline)
- Mileage using the most direct route (for personal vehicle)
- Ubers or taxis if applicable
- Meals, if not provided with your interview

Examples of unallowable expenses (not a complete list):

- Alcohol
- Tips over 20%
- Pet fees
- Extra expenses for detours during the trip
- Upgrades

Required Backup for Reimbursements

- ✓ Original, **itemized** receipts for all expenses $75.00 and over (itemized receipts must include what was purchased and how it was paid - credit card, cash, etc.)

Payment of Claims

Once the claim has been approved for processing, a check will be mailed to the candidate's home address.

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.

Questions?

If you have any questions about your trip, please contact:

1. The administrative contact provided by your interviewing department
2. CSUSM Travel Office at traveloffice@csusm.edu. The Travel Office can help with questions about what is and isn't reimbursable, but will not know any details of your interview