



## 2010 Faculty Candidate Reimbursement Policy

IIT Stuart will reimburse all travel related expenses for faculty candidates including but not necessarily limited to the following:

- *Transportation to site* and return (air, train, rental car/gas). Please provide an original receipt or a copy of your credit card statement as proof of payment for travel. A reservation or invoice is not valid for reimbursement.
  - *Regarding transportation by car: IIT will reimburse mileage at the federal rate which is now \$0.50 per mile. It would be beneficial to us if you would print out your driving directions showing the mileage and the addresses. Gas receipts will not be necessary.*
- *Meals*- (purchased during the duration of the trip, from home to home).
- *Transportation*- taxis are preferred. Please make sure to fill out date, to and from information. If you choose to take public transportation please, as the buses do not give receipts, buy a fare card that are available at all train station terminals and to a limited extent at currency exchanges.

Original receipts are necessary in order to be reimbursed. Please keep track of all receipts and place them in the self-addressed envelope that Marie Vanderford will provide at the start of your interview day. Mail the original receipts and this form at the completion of your trip and a check will be sent to the address that you provide.

IIT and its auditors also require a copy of your credit card statement for any credit card reimbursements.

Please complete the form below with the address you would like your reimbursement check sent to:

Full Name: _____
Address: _____
City: _____
State: _____
Country: _____
Notes: _____