

In certain circumstances, ESF may reimburse travel costs incurred by non-employees traveling on college related business. In most cases, non-employees may be reimbursed up to the rates that are available to employees. All NYS Travel rules apply to non-employees. Travel reimbursements to non-employees of SUNY are processed through a [non-employee travel reimbursement request form](#). All original itemized receipts and documentation that shows business purpose (itinerary, agenda, etc.) should be stapled to the reimbursement request form. The non-employee travel reimbursement request form must be signed by **both** the traveler **and** the ESF account signatory and forwarded to the Travel office. The traveler can expect reimbursement within 3-4 weeks of the travel office's receipt of the request provided that all the required documentation and signatures are included. Submission of incomplete forms or forms missing the required documentation may result in a delay of payment.

Types of non-employee travel include travel for [interviews](#), travel by students, travel by lecturers, speakers and those receiving honorariums.