GUIDELINES FOR GUEST TRAVELERS

Preliminary knowledge of any travel has proved to be very helpful in obtaining a speedy reimbursement. Being able to prepare a voucher before actual travel gives the opportunity to obtain information that might not be readily available after a conference/symposium occurs.

For a speedy reimbursement, please provide the following:

1) Please notify Wendy Zitzka at least one month in advance with your intentions of reimbursement for any guests. And please provide the following:
   - Name of guest
   - Dates of their visit
   - Guests’ email address
   - What account number the reimbursement will be charged to
   - Exactly what expenses will be covered

2) New York State adheres to a strict lodging per diem rate of $108 per night. Reservations are made through a direct pay contract with Doubletree by Hilton, Candlewood Suites and Red Roof Inn, who honor these rates. Therefore, it is recommended that guests lodge there. These reservations can be made through Wendy Zitzka. However, reservations can be made at alternate locations. If reservations are made at another location, please contact her for details on reimbursement.

   (It is STRONGLY RECOMMENDED that you contact her before these reservations are made so you can be made aware of any limitations.)