

## Internship Travel and Lodging Guidelines

*It is EXTREMELY important that you follow these guidelines.*

*If you don't you will be required to pay back the amount of the travel advance.*

Interns make flight arrangements by contacting Stovroff & Taylor Travel, LTD (full contact info below). New York State reimbursement guidelines expect that travelers will book the most economical flights available. Robyn Wagner ([rlwagner@buffalo.edu](mailto:rlwagner@buffalo.edu)) must notify Stovroff & Taylor in advance that the intern will contact them to book a ticket on research funds, and it will be direct billed to the program.

### **Stovroff & Taylor Travel, LTD**

1127 Wehrle Drive, Williamsville, NY 14221

Phone: (716) 631-4022 press 1

1-800-543-8616 Fax: (716) 632-7479

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It is recommended that you book your flight through the travel agency as it will be billed directly to the program. Should you decide to drive, you must immediately notify Robyn Wagner and provide the following documentation:

- 1) a document such as a proposed flight itinerary showing the cost a flight at the time you're traveling to your internship.
- 2) a document such as google map to show the total mileage from your home to the internship

Mileage will only be reimbursed up to what a flight would have cost. Lodging and meals on the way to and from the internship will not be reimbursed. New York State reimbursement guidelines allow 0.51 cents per mile (as of 1/1/2011). Local mileage for driving is not reimbursable this including driving to your internship.

Please contact Robyn Wagner before renting a car. Car rental is typically not needed and there are very few circumstances under which a car rental would be reimbursed.

### **LODGING GUIDELINES:**

The designated Mentor will help the intern with lodging arrangements. Lodging should stay within \$18.00 a day allowance. If it does not, please contact Robyn.

### **For proper reimbursement at the end of your internship**

#### **Original Receipts are required for:**

- Flights – Boarding Passes. If you booked your own flight printed itinerary showing when/where travel occurred along with the cost of the flight showing a zero balance due/pmt by credit card.
- Any transportation receipts such as taxi, shuttle, bus, etc. You must ask for a receipt if it's not offered if you want to be reimbursed.
- Toll receipts.
- Parking (usually at the airport) with explanation why necessary (if not obvious).
- Lodging receipt. This receipt should show a zero balance or show as being paid.
- Completed and signed travel voucher which Robyn will send at the end of your internship.

**SHOULD YOU NOT RETURN THE RECEIPTS AND THE SIGNED RESEARCH FOUNDATION, UNIVERSITY AT BUFFALO TRAVEL EXPENSE TRAVEL VOUCHER YOU WILL BE REQUIRED TO PAY BACK THE AMOUNT OF THE TRAVEL ADVANCE.**

**Food Per-Diems:** A predetermined rate of \$18.00 per day while you are at your internship is allowed for meals.

**Reimbursements must be made according to New York State Reimbursement Guidelines.**