

Candidate Instructions for Travel Reimbursement

Thank you for your interest in Amherst College. The Office of Human Resources (OHR) is pleased to welcome you and to provide reimbursement for reasonable travel expenses incurred while visiting the College for your on-campus interview.

Please follow the instructions below to reimburse your travel expenses.

Expenses:

- Mileage/transportation for more than 30 miles each way
 - Mileage will be reimbursed at the current Internal Revenue Service standard mileage rate. For more information visit <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- Parking and tolls
- Airfare (coach class or equivalent) at the most reasonable rate
- Lodging for one night, at the closest facility with the most reasonable rate, when traveling more than 60 miles one way
- Tips and gratuities up to 18%
- Meals during scheduled travel time

The following expenses will not be reimbursed:

- Companion travel and/or child care
- Personal expenses (newspapers, snacks, etc.)
- Incidental lodging expenses (hotel phone and movie charges, room/bar service/Wi-Fi)
- Trip/Travel Insurance (including car rental/air/lodging, baggage)

Receipts:

- Receipts and/or invoices are required for all expenses
- You must complete and submit a W-9 form (for either non-U.S. citizens or nonresidents, a Form W-8BEN and a copy of your visa) along with receipts in order to receive reimbursement. The W-9 form can be found at https://www.amherst.edu/offices/human_resources/commonlyusedform/w-9 and Form W-8BEN at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.
- Please submit all receipts along with the completed W9 (or Form W-8BEN) within two weeks of your visit to: Amherst College, Office of Human Resources, Suite 200, 79 South Pleasant Street, Amherst, MA 01002

If you have any questions about these instructions or need any assistance with your visit, please contact the OHR at 413-542-2372 or hr@amherst.edu.