INFORMATION FOR CANDIDATE REIMBURSEMENT FORM

Reimbursement for meals is limited to $46 per day and receipts are required. Reimbursement for alcoholic beverages is not permitted. Auto mileage is at 54.5 cents per mile. Please provide a MapQuest or BingMap printout as documentation.

Step 1. Candidate completes the Candidate Reimbursement form.

Step 2. Candidate completes the W9 form.

Step 3. Attach original receipts for:

- Lodging (other than that at the Towson University Marriott Conference Hotel)
- Taxi
- Limousine
- **Boarding passes are required** for air and train transportation (including ticketless flights).

Step 4. Candidate submits the completed form to the Department Chair for signature.

Step 5. Department Chair signs the form and forwards it to the Provost Budget Office, Administration Building, 3rd Floor.