



WINONA STATE UNIVERSITY
Candidate Reimbursement

1. Itemized paid receipts are required for all expenses, except mileage.
2. Airfare is reimbursed for main cabin class. Payment for pre-assigned seating, upgrades, or travel insurance is not reimbursable. Reasonable Baggage charges are reimbursable.
3. Candidates who choose to drive their personal vehicle will be reimbursed .655/mile for the most direct route. If candidate elects to drive a personal vehicle rather than travel by commercial airliner, (considered long distance driving), reimbursement is at the lower reimbursement rate (.655) and shall not exceed the lowest round trip main cabin airfare. Attach documentation to the reimbursement form.
4. Airport Parking is reimbursed.
5. Hotel expenses are reimbursed excluding room service, meal charges, and other fees not deemed reasonable. Must use a licensed lodging facility. Candidates will need to be make their own reservations (single occupancy).
6. Meals are reimbursed. Candidates who are in travel status for two or more consecutive meals shall be reimbursed for the actual cost of the meals up to the combined maximum amount for the reimbursable meals:

Breakfast is reimbursed when in travel status overnight or left home before 6:00am – Meal Maximum \$10.00
Lunch is reimbursed when in travel status and travel is over the normal lunch hour - Meal Maximum \$13.00
Dinner is reimbursed when in travel status overnight or returned home after 7:00pm – Meal Maximum \$19.00
7. Rental Cars are reimbursed. Compact or mid-size/intermediate rental vehicle categories are allowed. No upgrades, GPS or any other add-on devices are allowed. Rental car gas is reimbursed. Parking and toll expenses incurred are reimbursed at actual cost.
8. Payment will come from the State of Minnesota and not Winona State University
9. If you have any questions, please contact Robin Delong (507-457-5280; rdelong@winona.edu)