

Travel Expenses & Reimbursements Information for Prospective Doctoral Students

Stevens Institute of Technology Doctoral Recruitment Event 2023

HOTEL ACCOMMODATIONS

Stevens has reserved rooms at the Sheraton Lincoln Harbor hotel for the nights of Thursday, March 2, Friday, March 3, and Saturday, March 4. Stevens will pay the hotel directly for your room, though you will need to provide the hotel with a credit card at check-in to cover the cost of any incidentals incurred during your stay.

TRAVEL EXPENSE REIMBURSEMENT

In addition to covering the cost of your hotel (see above), Stevens will reimburse students for select travel-related expenses incurred in order to attend this event, per [Stevens' Business and Travel Expense Policy](#).

REIMBURSEMENT LIMITS

Stevens will reimburse up to \$750 for students traveling from within the United States and up to \$1,500 for students traveling from outside the United States. Only allowable expenses are eligible for reimbursement. Please see below for more details.

TRIP TIMING

Stevens can only reimburse for travel expenses incurred between March 1-5, 2023. If you wish to travel on a date outside of this range, you must first prove that traveling on alternate dates will result in an overall cost-savings. If traveling on alternate dates will not result in a cost-savings, then we cannot approve or reimbursement for those expenses.

TYPES OF EXPENSES AND REIMBURSEMENT ELIGIBILITY

Please read below for the types of travel expenses and the conditions and limits of their reimbursement eligibility.

Flight/Train/Bus Fare

Stevens can only reimburse for air, train, or bus fare in the lowest-priced class (i.e. economy, coach). When booking your travel, you may want to keep in mind the nearby airports, train stations, and bus stations below:

- **Airports:**
 - Newark Liberty International Airport (EWR) - 11 miles; approx. 20-30 minutes by car
 - John F. Kennedy Airport (JFK) - 20 miles; approximately 1+ hour by car
 - LaGuardia Airport (LGA) - 12 miles; approximately 1+ hour by car
- **Amtrak Train Stations:** Newark Penn Station (NWK) and New York Penn Station (NYP)
- **NJ Transit Bus and Train Stations:** Hoboken Terminal, Secaucus Junction, Port Authority Bus Terminal

Personal Vehicles

Students who choose to use a personal vehicle to travel the Doctoral Recruitment Weekend can be reimbursed for parking, tolls paid, and the number of miles traveled. Miles traveled will be reimbursed at a rate of \$0.65/mile. Proper documentation is required for parking, tolls, and miles traveled. Note: only long-term parking is eligible for reimbursement.

Rental Vehicles

Students who choose to use a rental vehicle to travel to the Doctoral Recruitment Weekend can be reimbursed for the cost of the rental vehicle, rental insurance, gas, parking, and tolls. Students can be reimbursed for either a rental vehicle or air/train/bus fare. Proper documentation is required for parking, tolls, and miles traveled. Note: Miles traveled in rental vehicles will not be reimbursed and only long-term parking is eligible for reimbursement.

Taxi/Uber

Stevens can reimburse the cost of taxi/ride share services to/from regional transportation hubs and the Sheraton Lincoln Harbor hotel.

Parking

Stevens can reimburse the cost of long-term parking at airports, train stations, and other transportation hubs.

Meals

Stevens can reimburse for the cost of meals incurred during the time students are traveling to/from the Doctoral Recruitment Event. Students are expected to incur no additional cost for meals which are provided as part of the Doctoral Recruitment Event program. The Doctoral Recruitment Event includes breakfast and lunch on Friday, March 3 and breakfast on Saturday, March 4.

DOCUMENTS REQUIRED FOR REIMBURSEMENT

Reimbursements will be processed after you attend the Doctoral Recruitment Event. Students must submit the following documents in order to receive reimbursement.

W8 BEN Form (International Students) or W9 Form (Domestic Students)

U.S. Citizens, Green Card Holders, and Resident Aliens should submit a [W9 Form](#). Note that the W9 Form requires a social security number. Non-Resident Aliens, including students who are in the U.S. on a F-1 and J-1 visas should submit a [W8 BEN Form](#). Note that the W8 Form requires your foreign tax identification number and both your permanent address (in your home country) and your local mailing address (in the U.S.).

Student Information Travel Form (separate attachment)

The [Student Travel Information Form](#) is used to help the Finance Department determine if the travel reimbursement that we are providing is considered taxable income by the IRS. As you will see, we have pre-filled in some pieces of information for you. You will need to fill in your name, indicate your immigration status, and print and sign your name at the bottom.

Stevens TABER Form

This form is used to reimburse Stevens' employees and students for approved business travel expenses. When filling out the TABER Form, include the following information:

- **Payee's Full Name:** Your full legal name
- **School/Department:** "Graduate Admissions"
- **Account Number:** *Leave this line blank*
- **Telephone Number:** Your cell phone number
- **Departure Date:** The date on which your travel began.
- **Return Date:** The date on which your travel ended.
- **Business Purpose of Travel:** "Doctoral Recruitment Event 2023"
- **Transportation/Lodging/Communications:** Provide details of the transportation and lodging expenses that you incurred.
- **Mileage:** *Complete this section only if you used a personal vehicle and are seeking to be reimbursed for miles driven.*
- **Meals During Travel and Other Business Expenses:** Provide details (itemized Receipts of the meals and other expenses that you incurred.
- **Employee's Name and Employee's Signature:** Print and sign your name
- **Supervisor's Name and Signature:** *Leave this line blank*
- **Department Head Name and Signature:** *Leave this line blank*

Itemized Receipts

Students are required to submit itemized receipts for all expenses. Itemized receipts list each of the items that were purchased, and the total amount spent. Expenses without itemized receipts cannot be reimbursed.

All reimbursement-related documents must be received **no later than March 30, 2023.**

It is strongly recommended that students submit their Student Travel Form alongside the W8 Form or W9 Form *in advance of the event*, in order to expedite reimbursement. Students should submit the TABER Form, itemized receipts *after the event*.