



Center for Career Development Interview Fund

The former Dean of The Maxwell School, Dr. John Palmer, has made a donation to assist in funding Maxwell graduate students for professional job interviews. The Center for Career Development has established the following guidelines to ensure that this fund is available to assist as many students as possible.

- 1) Reimbursement will be made only for **travel and lodging** expenses incurred for professional job interviews that are not paid by the hiring organization. Note: Funds are not available for travel for informational interviews, career/job fairs, internships, conference attendance or Maxwell sponsored events.
- 2) You must be a current student to receive these funds. Final date to submit for reimbursement is one week before graduation.
- 3) Reimbursement is for travel and lodging expenses exclusive to the interview to include airfare, mileage to and from destination, taxi or shuttle to and from your hotel/interview, car rental (mileage is already calculated into rental cost), train or bus fare, and overnight accommodations. You will not be reimbursed for meals.
- 4) Each student is allocated a declining balance of \$500.00 to be used toward job interview travel. Reimbursement amount will not exceed \$500.00 per student. If your trip for your interviews exceed \$500.00 you will be responsible for the remainder of the amount. GSO also provides travel reimbursement should you exceed \$500.00.
- 5) Funds are reimbursed **after** the trip is taken.
- 6) Reimbursement will not be approved without original receipts. Please fill out the required form and submit receipts to the Center for Career Development, 202 Maxwell Hall. Reimbursement checks take approximately two weeks to process.
- 7) Upon completion of trip, you must submit the following information:
 - a. Completed travel reimbursement form.
 - b. Original receipts.
 - c. If calculating mileage print google maps of address of origin to employer's location with mileage.
 - d. Correspondence confirming professional job interview.
 - e. A professional letter of thanks to Dr. John Palmer.
- 8) Submit all documentation to the Center for Career Development, 202 Maxwell Hall. If you have questions you may contact the office at 315/443-5453 or careers@maxwell.syr.edu.



Travel Fund Reimbursement Request Form

Reimbursement for professional job interview expenses only. Reimbursement to include airfare, mileage to and from destination, taxi or shuttle to and from your destination, car rental (mileage is already calculated into rental cost), train or bus fare, and overnight accommodations.

Name: _____ SU ID #: _____

Degree (circle): MPA EMPA EMIR MA PhD Program: _____

Email: _____ Phone: _____ Citizenship: _____
*International Students may be taxed at their home country rate

ORGANIZATION INFORMATION

Organization Interviewed with: _____

Position Interviewed for: _____

Contact Name: _____ Phone Number: _____ Email: _____

TRAVEL INFORMATION

Departure Date: _____ City: _____

Return Date: _____ City: _____

Air/Train/Bus Fare: \$ _____

Mileage/ # of miles driven): _____ = \$ _____

*Google maps print out from location of origin to employer address.
(not applicable if rented car; reimbursement rate based on IRS standards)

Taxi/Shuttle: \$ _____

Car Rental Cost: \$ _____

Hotel Cost \$ _____

TOTAL EXPENSES: \$ _____

Traveler's Signature: _____ **Date:** _____

Return: Form, original receipts, correspondence confirming interview, print out of mileage (if applicable) and letter of thanks to Dr. John Palmer to the Center for Career Development, 202 Maxwell Hall

Office use only

Reimbursement Total: \$ _____ (not to exceed \$500)

Date Form Submitted: _____

Date Sent for Reimbursement: _____

Staff Initials: _____

