CANDIDATE’S GUIDE:
CANDIDATE TRAVEL AND REIMBURSEMENT PROCEDURES FOR
ADMINISTRATOR, PROFESSIONAL AND FACULTY APPLICANTS

Dear Candidate:

Cuyahoga Community College will pay for air travel, food and one night’s lodging associated with your scheduled interview. This is a service that is provided only for applicants (not family members or guests).

To make air and/or lodging arrangements, call the College’s travel service, Carlson Wagonlit Travel, at 1-800-369-0094 and ask for the dedicated Tri-C agent. Carlson Wagonlit will arrange for your airline ticket and you will make your hotel reservation based upon the location of your interview.

- If the interview appointment is at the Metropolitan Campus, Unified Technologies Center, Institutional Advancement or District Office, lodging will be at the HILTON GARDEN INN, 1100 Carnegie Avenue in Downtown Cleveland, 216-658-6400. The hotel provides a complimentary shuttle service 7:00 am – 7:00 pm Monday – Friday to locations within one mile radius of the downtown Cleveland area.

- If the interview appointment is at the Western Campus or Brunswick, lodging will be at the COURTYARD MARRIOTT, 7345 Engle Road, Middleburg Heights, 440-243-8785. The hotel provides a complimentary shuttle service 24 hours, seven days per week to and from Cleveland Hopkins Airport. Please use taxi services to and from the interviews.

- If the interview appointment is at the Eastern Campus or Corporate College East, lodging will be at the FAIRFIELD INN & SUITES, 3750 Orange Place in Beachwood, 216-831-3300 or the HYATT HOTEL, 6025 Jefferson Drive in Independence, 216-328-1060.

- If the interview appointment is at the Westshore Campus or Corporate College West, lodging will be at the Courtyard Marriott, 25050 Sperry Drive in Westlake, 440-871-3756.

If a complimentary shuttle service is not provided by the hotel, please use a taxi service to and from the Cleveland area airport and interviews.

The College has set up direct billing with the hotels. Please retain all receipts from shuttle/taxi service and attach to your Interview Expense Report for reimbursement. Car rentals are not paid by the College unless prior authorization has been obtained by Human Resources.

If you choose to travel by personal automobile, the College will reimburse you at the standard College mileage rate. The College will not reimburse for "personal" mileage if the travel distance is less than 200 miles round trip.

You will be reimbursed for meals, up to a maximum per diem rate of $61.00: $11.00 for breakfast, $16.00 for lunch, and $34.00 for dinner. Detailed receipts are required, and must be attached to the Interview Expense Report for reimbursement.

The College will not pay for personal telephone calls and personal charges to your room.
At the conclusion of your interview and travel, please complete the attached **W-9, ACH, and Interview Expense Report forms and attach receipts.** The **ACH** form (optional) will allow the College to reimburse you by direct deposit otherwise a check will be mailed for your approved expenses to the address listed on the Interview Expense Report.

Attach the appropriate receipts and forward the documents to the following listed below who will process the approved expenses for payment.

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>HR Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunswick University Center, East &amp; West, Westshore, and Workforce Solutions</td>
<td>Cindy McNeirney X4817</td>
</tr>
<tr>
<td>District Office, Jerry Sue Thornton Center, and Metropolitan Campus, Corporate College</td>
<td>Febra Pendleton X3466</td>
</tr>
</tbody>
</table>

Should you have questions regarding the travel and reimbursement procedures, please contact the designated Human Resources representative.
<table>
<thead>
<tr>
<th><strong>Candidate Travel Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Fare</strong></td>
</tr>
<tr>
<td><strong>Mileage for Driving</strong></td>
</tr>
</tbody>
</table>
| **Hotel** | A room for up to one night shall be provided by the college through pre-arranged, direct billing to the college at a hotel of the college’s choice. The candidate will be responsible for making the hotel reservations through Carlson Wagonlit. Only candidates whose point of origin is outside of a 200 mile radius from the campus qualify for a college-paid overnight stay.  
- Metropolitan campus, Unified Technologies Center, Institutional Advancement or District Office:  
  - Hilton Garden Inn on Carnegie in Downtown Cleveland 216-658-6400  
- Western Campus or Brunswick:  
  - Courtyard Marriott on Engle Road in Middleburg Heights 440-243-8785  
- Eastern Campus or Corporate College East:  
  - The Fairfield Inn & Suites on Orange Place in Beachwood 216-831-3300 or  
  - The Hyatt Hotel on Jefferson Drive in Independence 216-328-1060  
- Corporate College West or Westshore Campus:  
  - The Courtyard Marriott on Sperry Drive in Westlake 440-871-3756 |
| **Taxi/Shuttle Service** | Ground transportation to and from the airport will be reimbursed by the college with appropriate receipts. |
| **Rental Car** | Car rentals must be pre-approved by Human Resources. |
| **Per Diem Allowance** | A per diem allowance for meals shall be provided to the candidate, in accordance with the college’s out-of-district travel policies and procedures. A maximum per diem allowance of up to a total of $50.00 per day for days in transit and $61.00 for the interviewing day shall be provided ($11.00 for breakfast, $16.00 for lunch, $34.00 for dinner).  
  
  Reimbursement will not be made for any alcoholic beverages. Personal items including but not limited to laundry, dry cleaning, movies and any other personal services or items are not reimbursable and must be paid by the candidate. |
**To expedite the reimbursement of your expenses, be sure to complete and return the W-9 form and optional ACH form with this expense report**

**INTERVIEW EXPENSE REPORT**

Name: ____________________________

Position: ____________________________  Vacancy # __________

Date of Interview: ________________  Time of Interview: ________________

Mailing Address: ____________________________

Email Address: ____________________________

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*Attach detailed receipts and documentation for applicant expenses only.*

**Personal Vehicle Travel** *(Attach Mapquest directions)*

(Standard College Mileage Rate@ $.51/per mile)

<table>
<thead>
<tr>
<th>Roundtrip Mileage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

*Mileage for personal vehicle use can be located at the link: [http://www.mapquest.com/directions](http://www.mapquest.com/directions)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>$</td>
</tr>
<tr>
<td>Tolls</td>
<td>$</td>
</tr>
<tr>
<td>Food (not to exceed $61 per day)</td>
<td>$</td>
</tr>
<tr>
<td>$11 breakfast, $16 lunch, $34 dinner</td>
<td></td>
</tr>
<tr>
<td>Taxi/Shuttle Service</td>
<td>$</td>
</tr>
<tr>
<td>Other Expense</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

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*I certify that the above expenses are accurate and appropriate.*

Signature: ____________________________  Date: __________

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Please return information WITH RECEIPTS ATTACHED to:

HR Representative  
Cuyahoga Community College  
700 Carnegie Avenue  
Cleveland, OH 44115

Revised 6/10/2014
Form W-9
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

□ Individual/sole proprietor

□ Corporation

□ S Corporation

□ Partnership

□ Trust/estate

□ Limited liability company, enter the tax classification (c-c or corporation, s-c or corporation, □ partnership)

□ Exempt paysor

Print or type

Address (number, street and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester’s name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line. If you are a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see “How to get a TIN” on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number:

Employer identification number:

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number or I am waiting for a number to be issued to me.

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. citizen or other U.S. person (partnership).

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person □

Data □

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt paysor. If applicable you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien;

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

• An estate (other than a foreign estate); and

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner’s share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 1021X

Form W-9 (Rev. 12-2011)
As our vendor, please support Cuyahoga Community College’s conversion to electronic payments. Do not delay, the steps are simple:

1. Vendor must complete, sign, include voided check and fax or e-mail authorization form to:
   Fax: 216-987-4739
   E-mail: karen.mrak@tri-c.edu
   Please fax/e-mail this form and a completed W-9.
2. Vendor must continue to submit hard copy invoices for payment to the request/contact person. Note: The process of invoice submission has not changed.
3. Cuyahoga Community College will process the payment generating an electronic payment stub that will be sent to one specified address. Enrollment cannot proceed without an e-mail address provided for your organization.
4. Cuyahoga Community College will ensure that all future payments will be deposited directly to the bank account provided on the authorization form.

Thanks in advance for your support of Cuyahoga Community College’s efforts to preserve the environment. Questions should be directed to Karen Mrak.

Benefits of Electronic Payments:
Safety – Electronic payments eliminate the risk of checks being lost or damaged in the mail.
Improved Cash Flow – Funds are immediately available when they are deposited into your account.
Save Time, Money & Paper – Electronic payments reduce processing and related costs – GO GREEN!

PAYEE / COMPANY INFORMATION
Business Name_____________________________________
dba (if applicable)_____________________________________________________________________
Remit to address______________________________________________________________________
City______________________State________________________Zip Code_______________________
Taxpayer ID No. or Social Security No.__________________________________W-9 included_______
Contact Person________________________________________________________________________
Telephone__________________________Ext________Fax____________________________
E-mail_________________________________________________________________________________

FINANCIAL INSTITUTION INFORMATION
Contact your financial institution to verify your bank transit routing (ABA) and account numbers.
Financial Institution Name_________________________________________________________________
Financial Institution Address_______________________________________________________________
City_________________________________State_____________Zip Code__________________
Financial Institution Phone Number________________________________________________________
Bank Transit Routing (ABA) Number (eight or nine numeric characters)_________________________
Bank Account Name__________________________Bank Account Number________________________
Checking_______Savings__________________
A voided check for the above account must be attached for verification purposes. It is the responsibility of the originator to retain a copy of this form for your records.

Authorized Signature_____________________________________________________________________