



## Intra-Corridor Travel Supplement

Intra-Corridor Supplemental Travel funds are available to a wide range of Corridor constituents including faculty, academic staff, and graduate students: they are intended to facilitate working group collaborations and to support participation in Corridor-funded events and activities.

These guidelines have been established to raise awareness and increase transparency about the availability of these funds for those engaging in Corridor-funded activities across the region, while, at the same time, ensuring that sufficient funds are available across the academic year for all who are eligible to benefit from this supplement.

We offer these guidelines as a suggestion to our Corridor partners: particulars may vary slightly by institution. Individuals seeking reimbursement from this supplemental fund should check with their home institution for any institution-specific policies.

### Who is eligible?

- Faculty
- Academic staff
- Graduate students

Unfortunately, **undergraduate students are not eligible** for this supplemental funding. But the Corridor can fund undergraduate student travel via other means:

- Transportation costs for undergraduate students should be budgeted for within a working group proposal as part of the working group's activity budget.
- Working groups seeking to transport undergraduate students across the Corridor should follow all protocols and guidelines for student off-campus study at the students' home institution.

### What expenses are eligible to be reimbursed?

- **Mileage**
  - Mileage is measured as a return trip between one's home Corridor institution and the Corridor institution one is visiting. It should not be measured from one's home address.
  - Mileage is reimbursed at the current [government mileage rate](#).
  - All working groups are generally expected to organize carpooling among participants and organizers whenever possible. We encourage this to be more environmentally conscious and to ensure the Intra-Corridor Travel Supplement remains available across the academic year.
- **Parking**
  - Reimbursement for visitor parking expenses incurred during Corridor activities are allowable expenses through this fund.
  - In some instances, it may be more efficient for the host working group to arrange on-campus parking permits for their off-campus visitors; in those cases, parking expenses should be charged to the working group budget.
- **Hotel/Lodging:** If an approved Working Group Activity spans more than one day, or in other select instances (e.g., distance between Corridor locales), reasonable hotel/lodging expenses may be reimbursable. Reimbursement specifics are up to the rules/regulations of each individual's home institution.

- **Working Group Organizers, lodging:** Designated Working Group Organizers on file with the Corridor are eligible for *full lodging reimbursement* for approved multi-day Corridor activities they are running/organizing. Note: for Working Group Organizers to receive the higher level of lodging reimbursement from the Intra-Corridor Travel Supplement, Working Group Organizers *must* be identified in the initial proposal form or added in writing prior to the activity date.
- **Corridor participants/attendees, lodging:** Other Corridor-affiliated faculty, academic staff, and graduate students who attend a Corridor-approved activity are eligible for up to \$150/night of lodging reimbursement for multi-day Corridor activities. (Note that this rate is higher than government (gsa.gov) lodging reimbursement rates for all Corridor locales.)
- **Off-campus retreats:** Corridor working groups wishing to host an off-campus retreat involving an overnight stay must include lodging costs in their working group proposal as part of their budget outline. Retreat lodging for an entire group is not eligible for reimbursement through the intra-Corridor travel supplement, as lodging, in this instance, is central to the activity itself.

Unfortunately, **individual meals or per diems cannot be reimbursed** through this fund.

- Group meals (or catering for an activity/event), if desired, should be applied for in the proposal process through the Working Group Activity budget if/when appropriate.

#### **Who do I contact at my home institution for reimbursement?**

Syracuse University:

Jackie Weinheimer, Budget Administrator  
315.443.9451, [jseibt@syr.edu](mailto:jseibt@syr.edu)

Cornell University:

Emily Parsons, Administrative Manager  
607.255.9274, [elp25@cornell.edu](mailto:elp25@cornell.edu)

University of Rochester:

Jennie Gilardoni, Administrator  
585.276.8709, [jennie.gilardoni@rochester.edu](mailto:jennie.gilardoni@rochester.edu)

Colgate University:

Bruce Moseley, Director of Corporate, Foundation and Government Relations  
315.228.7457, [bmoseley@colgate.edu](mailto:bmoseley@colgate.edu)

New York Six Liberal Arts Consortium (other than Colgate)— This includes Hamilton College, Hobart and William Smith Colleges, Skidmore College, St. Lawrence University, and Union College:

Deanna McCay, Project Manager  
315.706.1658, [dmccay@newyork6.org](mailto:dmccay@newyork6.org)

Le Moyne College:

Emily Mulrooney, Executive Assistant to Provost  
315.445.4125, [mulroem@lemoyne.edu](mailto:mulroem@lemoyne.edu)

Rochester Institute of Technology:

Israel Brown, Director of Financial Planning and College Operations  
585.475.7352, [ixbgl@rit.edu](mailto:ixbgl@rit.edu)