



## Candidate Travel Guidelines

MCPHS will reimburse reasonable expenses to candidates who are finalists for employment related to their travel to the University for an interview. The University does not have an official travel agent. Candidates are free to make their own arrangements, keeping the following reimbursement guidelines in mind. Upon completion of travel, candidates must submit a summary of expenses, a copy of all **original, itemized** receipts and confirmation of mailing address for a check within 10 business days after their interview date via email to Sarah Jeon at [Sarah.Jeon@mcphs.edu](mailto:Sarah.Jeon@mcphs.edu). Candidates can expect to be reimbursed within approximately two weeks. If you have any questions, you may contact Sarah Jeon at 617-735-1513 or [sarah.jeon@mcphs.edu](mailto:sarah.jeon@mcphs.edu)

**Please note:** All receipts provided for reimbursement **must** be **original and itemized**. Please retain copies of all receipts for your records. We **do not** accept screenshots of credit card statements. If a candidate cancels an interview after travel arrangements are made, the candidate will be responsible for their travel expenses. All costs must be reasonable and customary. Approval of reimbursement of costs is at the discretion of the University.

### Qualifying Reimbursements:

#### **Airfare:**

- Cost of roundtrip airfare from home city to respective campus and back to home city.
- Cost of coach class airfare and applicable fees for one checked bag.
- Airline itinerary must show dates and times of departure and arrival **and** method of payment.
- Candidates wanting to fly from or to a different city would only be reimbursed up to the cost of roundtrip airfare from/to their home city.

#### **Lodging:**

- Cost of overnight accommodations and applicable taxes at hotel local to campus location for night prior of the date of the interview. Any additional nights must be pre-approved by HR.

#### **Ground Transportation:**

- Cost of round-trip ground transportation from airport to hotel and to campus location (i.e. taxi, shuttle, Uber/Lyft etc.)

#### **Mileage:**

- If driving 100 or more miles one-way (or 200 miles round-trip), you will be reimbursed at the IRS standard mileage rate. No separate reimbursement for gas will be provided. Tolls will be reimbursed with receipt or EZ Pass statement.

#### **Meals:**

- Meal expenses will be reimbursed up to a maximum amount of \$62/day while traveling for your interview at MCPHS.
- Candidates are asked to please use good judgment and avoid extravagance.
- Receipts submitted for meal reimbursements must be original, itemized and include the restaurant's name. The total amount charged on a credit card slip is not sufficient.
- Tips related to meals should be included in the meal costs reported and should not exceed 20%.
- Please note we **do not** reimburse expenses related to alcoholic beverages.

#### **Reimbursements may not be made for:**

- Excessive tipping
- Cost of travel for candidate's companion
- Upgrade to the Business Select level or "extra room" seats
- Travel insurance
- Change ticket or travel cancellation fees
- Fees for more than one checked bag
- In-flight meals or wi-fi
- Rental cars
- Extraneous hotel charges such as room/bar service, hotel phone charges, etc.
- Personal entertainment including alcoholic drinks, tickets, and other charges



## Suggested Lodging and Travel Information

### **Car Service to Worcester or Manchester from Boston:**

To schedule roundtrip transportation from Logan Airport to your hotel in Worcester or Manchester you may call Worcester Limo Service at 1-800-660-0992. Please mention that you are visiting MCPHS and would like to schedule the shared van service for applicable rates.

### **Local Hotels:**

Reservations may be made at one of our preferred hotels listed below:

#### **Boston:**

**The Inn at Longwood Medical** (about a 5-minute walk to campus)

342 Longwood Avenue

Boston, MA 02115

1-800-468-2378 For reservations: <https://be.synxis.com/?Hotel=58219&Chain=65&promo=MCPHS>

#### **Holiday Inn Brookline Boston**

1200 Beacon Street

Brookline, MA 02446

For reservations call: 1-800-972-3381 *Mention MCPHS for discounted rate*

#### **Worcester:**

**The Hilton Garden Inn** (about a 5-minute walk to campus)

35 Major Taylor Blvd.

Worcester, MA 01608

For reservations call: 1-800-445-8667 *Mention MCPHS for discounted rate*

**Courtyard Marriott Worcester** (about 1 mile from campus)

72 Grove Street

Worcester, MA 01605

For reservations call: 1-888-236-2427 *Mention MCPHS for a discounted rate*

**Hampton Inn & Suites** (about a 10-minute walk to campus)

65 Prescott Street

Worcester, MA 01065

For reservations call: 508-886-9005 *Mention MCPHS for a discounted rate*

For interviews at the **Manchester** campus

#### **DoubleTree by Hilton**

700 Elm Street

Manchester, NH 03101

For reservations call: 1-603-625-1000 *Mention MCPHS for a discounted rate*