



Candidate Travel Guidelines

MCPHS will reimburse candidates who are finalists for employment with the University. Candidates are responsible for making their own travel arrangements. Upon completion of travel, candidates should submit all original travel receipts (including cab fare and meals) within 10 business days after their interview date to Human Resources by emailing a summary of their costs and applicable receipts via email to Sarah Jeon at Sarah.Jeon@mcphs.edu

Please note: Every cost that you are seeking to be reimbursed for must have an applicable receipt. We DO NOT accept screenshots of a card statement transaction. Please make sure to get a receipt if you are seeking to have the purchase reimbursed. If there is no receipt, we will not be able to reimburse the cost.

Candidates should adhere the following guidelines for booking travel.

- **Airfare** – The university will reimbursement for coach class airfare and fees for baggage.
- **Ground Transportation** to Worcester or Manchester– 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.
- **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.
- **Meals** – Itemized original receipts for meal expenditures (including meal, tax and gratuity are reimbursable up to \$62.00 per diem. *Reimbursement for alcoholic beverages will not be provided.*
- **Local Hotels** – Reservations may be made at one of our preferred hotels listed below.

For interviews at the **Boston campus**

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

342 Longwood Avenue

Boston, MA 02115

1-800-468-2378 *Mention MCPHS University for discounted rate*

Holiday Inn Brookline Boston

1200 Beacon Street

Brookline, MA 02446

1-800-972-3381 *Mention MCPHS University for discounted rate*



For interviews at the **Worcester** campus

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

35 Major Taylor Blvd.

Worcester, MA 01608

1-800-445-8667

Mention MCPHS University for discounted rate

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

72 Grove Street

Worcester, MA 01605

1-888-236-2427

For interviews at the **Manchester** campus

Radisson Hotel Manchester

700 Elm Street

Manchester, NH 03101

1-603-625-1000 *Mention MCPHS University for discounted rate*

Please note that all receipts provided for reimbursement must be original receipts. Please retain copies of all receipts for your records.

If you have any questions, you may contact Sarah Jeon at 617-735-1513 or sarah.jeon@mcphs.edu