

Chapter 7 – Human Resources

AP 7127 Applicant Travel Reimbursement

Applicant Travel Reimbursement

The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for full-time faculty, management, or classified interviews.

Eligibility**Individuals Eligible for Reimbursement**

~~Full~~**With preapproval from the Vice President, Human Resources or designee, full-time** faculty (contract and regular), management, or classified applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview will be eligible for the reimbursement.

Reimbursable Expenses Guidelines

- A. The College shall reimburse ~~up to a total of \$500 for actual and necessary traveling expenses~~ **for the lowest cost travel method and** associated with the applicant's interview. Any expenses ~~exceeding this amount~~ **amount not associated with or necessary to the applicants' interview** shall be the applicant's responsibility.
- B. Travel may be by air, ~~private,~~ **personal** or rented automobile **vehicle, air**, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. ~~Expenses,~~ **reimbursements** for lodging and ~~meals~~ **which** are subject to approval by the Vice President, Human Resources. ~~It is expected, however, that airline~~ **or designee. Airline ticket fees submitted for reimbursement will be for** tickets will be booked at coach or ~~tourist~~ **economy** class rates.
- C. **Appropriate meal and beverage expenses accompanied by receipts will be reimbursed at the College's per diem rate in accordance with Administrative Procedure 7400.**
- ~~D.~~ Mileage for using one's own ~~car~~ **vehicle** shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for airfare.
- ~~DE.~~ Reimbursement is limited to the expenditures incurred by the applicant on behalf of ~~himself/herself~~ **themselves** only.
- ~~EF.~~ The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview, depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources, **or designee** in consultation with the appropriate hiring managers. **screening and selection manager(s).**

Required Documentation**Process and Timeline for Reimbursement**

Applicants shall submit to the ~~Office of~~ Human Resources **Division** a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. Original receipts for lodging and carrier expenses must be submitted ~~in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.~~

Approved: September 14, 2016

Revised: November 16, 2021 (numbering only)