2301 – Interview Travel Expense Reimbursement

Travel reimbursement will be paid to job applicants under the following circumstances:

- The job applicant is applying for the position of President or Vice President, **and**
- When required, the applicant has participated in the telephone interview screening process, **and**
- The applicant is not disqualified from consideration due to improper credentials, background/conviction check information, or other misrepresentation, **and**
- The applicant accepts the position if offered **or** the applicant is not offered a position, **and**
- The applicant completes a travel reimbursement request and mails the request along with legible receipts and a completed W-9 Form to the Chair of the Search Committee.

The College will **not** pay any interview expenses of an applicant who withdraws from the employment process, declines the offer of the position, or submits their request for reimbursement more than 60 days beyond the date of the interview. Bar tabs, hotel movie rentals, Internet charges, personal phone calls, tips and gratuities are **not** reimbursable by the College.

- The College will pay the applicant's eligible travel expenses**.** Expenses eligible for reimbursement are listed below:
    - Mileage to be paid at the College's published rate.
    - Cost of applicant's coach airfare for travel.
    - Lodging – for the day(s) of the interview and one day prior to or following the interview.
    - Car rental

- The college will reimburse the successful candidate (President or Vice President) for eligible[1] relocation expenses that are paid or incurred up to a maximum of $2,500.
    - The candidate must submit an expense form along with legible receipts, canceled checks, and/or bills and a completed W-9 Form to the Vice President of Administration.

When interviewing job applicants for any position, the search committee is encouraged to use phone interviews, ITV, and other technology based communication methods to reduce the expenses of applicants.

Contact: Vice President of Administration

Related Form(s)

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[1] Eligible relocation expenses include the cost of moving your household goods and personal effects (including in-transit storage expenses), and traveling (including lodging but not meals) to your new home.

- None

References

- None

Relevant Policy or Procedure(s): Policy 1300 - Travel

Approved by: President

Date: 11/22/10

Revision(s): 5/25/17 (minor revision)