

INTERVIEW REIMBURSEMENT POLICY

Process for reimbursing the expenses of candidates for Faculty/Unit Professional or Professional positions at the Director level or above:

1. Only candidates for Faculty/Unit Professional or Professional positions at the Director level or above shall be eligible for partial reimbursement of travel expenses to and from the College.
2. Offers of partial reimbursement shall be made only by the HR Director at the time that the candidate is invited to the college for interview.
3. Reimbursement shall be as follows:
 - a. Up to \$350.00 towards transportation expense (\$.28 per mile if using personal automobile)
 - b. Overnight(s) accommodation at one of the College's vendor hotels.
 - c. \$50 maximum towards ground transportation (Rental car, limo, etc.)
 - d. Meal Allowances will be as follows during the 24 hour period in which the interview is conducted:

<u>Meal</u>	<u>Maximum Allowance</u>
Breakfast	\$5.00
Lunch	\$10.00
Supper	\$18.00

Original receipts must accompany request(s) for reimbursement. The College President may exercise discretion in applying this policy for senior level positions.

Form Updated: 3/22/02