Applicant Travel Procedures

A. Travel reimbursement is limited to Administrative positions grade 18 and above, and (Teaching Faculty, Counselor, and Librarian) AFT positions only. Reimbursement is based on receipts submitted to the Hiring Administrator and expensed to the Campus President or Vice President budget.

B. If the candidate is located within a 150-mile radius, the candidate is responsible for mileage. Tour of Campus (if time allows) and meal is provided by the hosting campus and arranged by the Search Chair/Hiring Administrator.

C. If the candidate is located beyond a 150-mile radius but within a 300-mile radius, roundtrip mileage and an overnight accommodation for one (1) night at a local hotel at a reasonable rate will be reimbursed, no other fees are covered. Tour of Campus (if time allows) and meal is provided by the hosting campus and arranged by the Search Chair/Hiring Administrator.

D. If the candidate is beyond the 300 mile radius, the candidate may elect for flight arrangements (in economy class) or roundtrip mileage, however, reimbursement will be based on whichever is lesser. An overnight accommodation for one (1) night at a local hotel at a reasonable rate will be reimbursed. Shuttle, taxi, or mileage only from a rental car will be reimbursed for travel to/from airport, hotel and campus location. No other fees are covered. Tour of Campus (if time allows) and meal is provided by the hosting campus and arranged by the Search Chair/Hiring Administrator.

E. Candidates are entitled to a maximum of $60 per day for meals providing that the employee is traveling out of county and an overnight stay is involved. For any stay beyond an even 24 hour period, partial per diem maximums of $10 per breakfast; $15 for lunch; and $35 for dinner shall apply to travel terminating past 9:00 a.m., 1:00 p.m., and 7:00 p.m. respectively. When out of county travel not requiring an overnight stay prevents a candidate from returning home by 7:00 p.m., a maximum of $60 is allowed. Receipts are required for all meal reimbursement requests.

F. It is recommended that the candidate be interviewed by the Campus President and/or Vice President during the same trip so travel expense to the college is economized, and the applicant’s time and expense are considered.

Revised June 2014