
Policy: Interview Reimbursement Policy
Policy No: 4.12
Approved: Board of Trustees: March 2006

CANDIDATE TRAVEL REIMBURSEMENT POLICY
(ON-CAMPUS INTERVIEW)

Applicants Not Hired

The College will reimburse fifty (50) percent of the travel expenses incurred, up to a maximum of \$500.00, to candidates who are asked to come for an on campus interview from a distance of at least fifty (50) miles and who are interviewing for full-time professional positions. The College will provide candidate travel reimbursement only if the candidate submits satisfactory proof of expenses within thirty (30) days of the on campus visit.

Applicants Hired

In addition to the above policy statement, an applicant who is hired will receive the remaining fifty (50) percent reimbursement of his/her travel expenses (not to exceed a total reimbursement of \$500.00). The College will provide candidate travel expense reimbursement only if the employee submits satisfactory proof of expenses within thirty (30) days of beginning employment.

Any deviation from the \$500.00 maximum reimbursement must be pre-approved by the President.