

443-06 REIMBURSEMENT OF INTERVIEW EXPENSES—PROCEDURE

1. PURPOSE

The purpose of this procedure is to establish guidelines for reimbursement of interview expenses, in an effort to recruit and hire the best applicants. The College may reimburse for on-site interview expenses up to an amount to be established by the President, in accordance with ARS 15-1406.

2. PROCEDURE

1. Eligibility for Applicants

Applicants are eligible for reimbursement if they have been invited to participate in on-campus interviews for a regular job opening. Reimbursement is limited to applicants traveling more than 35 miles in order to participate in the interview. The number of candidates selected for a personal interview shall normally not exceed five.

If an applicant is provided a formal job offer and then declines the offer, the applicant forfeits any rights to reimbursement under this procedure.

2. Covered Expenses

Candidates will be told, at the time of the invitation for a personal interview that the College shall reimburse for the following:

1. Meals and no more than two (2) nights stay at a motel and based on the College's per diem rates.
2. Least expensive method of transportation consistent with the scheduled interview date. Transportation costs may consist of: parking fees, transportation passes and/or taxi fare, airline ticket, rental car to and from destination.
3. Original receipts are required for reimbursement of covered expenses.

3. Reimbursement Amounts

Reimbursement for all covered expenses listed above may not exceed \$500.00

4. Reimbursement Process

Prior to being reimbursed, the candidate or the Human Resources Department will be required to submit a "Travel Expense Claim Form" with supporting receipts for approved travel expenses as defined above.

The Human Resources Director will audit the Travel Expense Claim to determine that the guidelines listed above have been met. Approved claims will be forwarded to Accounts Payable for payment.

5. Eligibility for Interview Committee Members

Selection committee members will be reimbursed for lunches under the following

conditions per IRS regulations which states the College must have an “accountable plan:”

1. The vacancy is at a Director level (Range 10) or above. Exceptions may be made with prior approval from the Human Resources Director.
2. The luncheon will be part of the interview process.
3. No more than two employees will accompany the candidate being interviewed.
4. The cost of the lunches will be paid out of the Human Resources budget according to the Travel Guidelines for maximum reimbursement allowed according to the Arizona State Travel Policy.
5. If non-exempt employees are selected to accompany the candidate they may be eligible for overtime compensation and the department the employee works for will be responsible for any overtime compensation.

3. BACKGROUND

1. Reference: ARS 15-1406, Arizona State Travel Policy
2. Revision history: 04/1994, 04/02/2002, 11/10/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 11/10/2010

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