

AP 7120-10 Applicant Reimbursement

1.1 Eligibility and Maximum Reimbursement Amount

- 1.2 To the extent funding is available the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty positions and regular management positions, up to the limits allowed.
- 1.3 Expenses for travel from outside a 150-mile radius of the District and expenses for videoconferencing are eligible for reimbursement.
- 1.4 The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed eight hundred dollars (\$800). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand five hundred dollars (\$1,500).
- 1.5 Authorization for reimbursement must be granted by the Chancellor, President, or Provost, as applicable, prior to the expenses being incurred.

2.1 Allowable Transportation Expenses

- 2.2 Common Carrier: Reimbursement is authorized for round-trip economy or coach fare.
- 2.3 Private Automobile
 - 2.3.1 Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.
 - 2.3.2 For automobile trips over 400 miles, the actual mileage or round-trip economy airfare, whichever is lower, shall be the maximum amount reimbursed.
- 2.4 Local Transportation Expenses
 - 2.4.1 Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fares, and parking fees.
 - 2.4.2 Reimbursement for local rental car expense is authorized for up to two days, not to exceed sixty dollars (\$60) per day.
 - 2.4.3 The maximum reimbursement for all local transportation expenses shall not exceed one hundred twenty dollars (\$120).

3.1 Allowable Lodging Expenses

- 3.2 Reimbursement for local lodging expense is authorized for one night, not to exceed one hundred fifty dollars (\$150).

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3.3 No reimbursement will be made for noncommercial lodging in a private dwelling.

4.1 Procedure for Reimbursement

4.2 All travel expenses shall be paid by the candidate and submitted for reimbursement through the Chancellor/President/Provost or designee.

4.3 Requests for reimbursement shall require the submission of original receipts and such other documentation as may be required by the District.

5.0 Exceptions: Exception to the maximum reimbursement limits may be authorized by the Chancellor/President/Provost for an allowable expense with the understanding that the exception must satisfy the requirement that the amount of the expense was actual, necessary, and reasonable under the circumstances.

Date of Adoption: February 12, 2008

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