



## Procedure 443-06 Reimbursement of Interview Expenses

Sponsor: Human Resources

### **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 A.R.S. § 15-1406.

### **Definitions**

None

### **Procedure**

#### 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.

#### 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) night's stay at a motel not to exceed the College's maximum lodging rate as outlined in Procedure 201-01 Travel.
2. The 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.

Original receipts are required for reimbursement of covered expenses.

#### Reimbursement Amounts

Reimbursement for all covered expenses listed above may not exceed \$500.00 unless approved by the College President or designee.

#### 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 Executive Director of Human Resources 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.

### 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 (Grade 10) or above. Exceptions may be made with prior approval from the Executive Director of Human Resources.
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.

### **References**

Procedure 201-01 Travel  
A.R.S. § 15-1406

### **Procedure History**

04/1994	New
04/02/2002	Revised
11/10/2010	Revised and Approved by College Council

### **Legal Review**

None