RECRUITMENT TRAVEL EXPENSES REIMBURSEMENT

POLICY

This policy applies to all eligible prospective employees traveling more than 100 miles.

If an applicant attends a job interview, the college will reimburse one-half of the travel costs, unless the applicant declines a job offer, in which case, travel expenses will not be reimbursed.

All receipts must be submitted to Human Resources within six months of the interview. The college reserves the right to deny payment of expenses deemed excessive.

The college does not reimburse relocation expenses. Exceptions may be made by the Office of Academic Affairs under extenuating circumstances.