



Candidate Interviewing Travel/Lodging Accommodations Policy

Policy Administrator: Director of Workforce Development and Talent

Revision Date: January 26, 2023

Approved by: Senior Vice President for Administration and Finance/Treasurer

Purpose:

This document contains the College's policy and procedures governing expenses incurred due to travel and accommodations by candidates interviewing on campus.

1.1 Overview

The College will reimburse eligible expenses (as defined in Section 1.3 below) incurred for travel and lodging accommodations by candidates for full-time positions as faculty members, chaplains, exempt employees at a Grade 12 or higher, head coaches, and other exempt employees who receive written approval from the Senior Vice President for Administration and Finance ("eligible positions") who meet the requirements for reimbursement set forth below. Because the College typically conducts national or international searches for candidates for these eligible positions, it will support the required expenses for travel to campus for interviewing in these cases.

1.2 Reimbursement Amount

The College will reimburse eligible expenses up to a maximum of \$1,000 per candidate. Required federal and state taxes will be withheld from the reimbursement. With advance approval in writing from divisional budget managers, divisional budgets can be used to supplement this amount or to provide reimbursement to candidates that do not otherwise meet the criteria outlined above.

1.3 Eligible Reimbursable Expenses

Eligible expenses are limited to:

- Reasonable travel expenses directly related to round-trip transportation of a candidate for an eligible position between the candidate's place of residence and the College's campus
- Reasonable lodging accommodation expenses for a candidate for an eligible position for up to two nights including the night prior to the interview and the night of the interview
- Reasonable changes for meals during the duration of the campus visit and related travel.



Procedures:

2.0 Reimbursement Processing

Reimbursement will not be processed until after the candidate's interview is complete. In no event will the College reimburse expenses in advance of the interview date.

To obtain reimbursement, candidates for eligible positions as staff must submit their eligible expenses and supporting documentation to the Associate Director of Recruitment, who will review and process the reimbursement.

Candidates for eligible positions as faculty members must submit their eligible expenses and supporting documentation to the Executive Assistant to the Deans of the Faculty.

All eligible expenses must be submitted in accordance with this policy within 30 days of the candidate's interview in order to be eligible for reimbursement.

The following support for eligible expenses will be required to be submitted in connection with any request for reimbursement under this policy:

- A. Air transportation: Airline payment receipt or confirmation showing amount of fare and flight details (upgrades to seats, fare class, additional bag fees, and the like are not eligible for reimbursement under this policy)
- B. Car rental: Car rental agreement or receipt showing amount paid, pick-up and drop-off locations, mileage (if applicable), and gas receipts
- C. Lodging: Hotel bill showing dates of lodging and amount of payment
- D. Taxi or Rideshare service: Receipt or bill
- E. Personal vehicle: Details regarding home address or other starting/ending location(s) and round-trip mileage to be reimbursed at applicable IRS rate.
- F. Receipts for meals during the duration of the campus visit and related travel.

3.0 Questions

Questions regarding this policy should be directed to the Associate Director of Recruitment.

This policy and procedure may be amended, restated, modified, replaced or discontinued at any time in the sole discretion of the College.