



OFFICE OF HUMAN RESOURCES

TRAVEL REIMBURSEMENT POLICY FOR INTERVIEWS

It is the policy of Mt. San Antonio College to reimburse necessary traveling expenses for those candidates who have traveled 150 miles or more one way from their residence to the College for the purpose of a job interview. All permanent positions will be eligible for this reimbursement:

Reimbursable Expenses

The College shall reimburse up to a total of \$500 for actual and necessary traveling expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.

Travel may be by air, private or rented automobile, bus or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Vice President, Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.

Mileage for using one's own car shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for air fare.

Reimbursement is limited to the expenditures incurred by the applicant on behalf of himself/herself only.

The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring managers.

Required Documentation for Reimbursement

Applicants shall submit to the Office of Human Resources a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. **Original itemized receipts** showing the item was paid in full must be submitted in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.

Reimbursement checks will be mailed directly to the applicant as soon as possible. Please ensure that your address on the Candidate Reimbursement for Interview Form is current.

Candidate Reimbursement for Interview

**MT. SAN ANTONIO COLLEGE
Office of Human Resources
1100 N. Grand Avenue
Walnut, CA 91789
(909) 274-4225**

First Interview Second Interview Tele-Conference Interview

Name: _____ Date of Interview(s): _____

Social Security Number: _____

Position for which interviewed: _____

Address where reimbursement is to be sent: _____

Street Address

City _____ State _____ Zip Code _____

(_____) _____

Telephone

The College shall reimburse a total of \$500 for necessary traveling expenses for those candidates who have traveled 150 miles or more one way from their residence to the College for the purpose of an employment interview. Original receipts for lodging, carrier expenses, and meals must be submitted in order for the applicant to be reimbursed.

Applicant shall submit to the Office of Human Resources a Candidate Reimbursement for Interview form, providing all required documentation, within 30 days of completing travel, to be eligible for reimbursement. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring managers.

The following expenses were incurred as a result of traveling to **Mt. San Antonio College**.

Mileage (number of miles traveled by own car _____)	\$
Air Travel (accompanied by original receipt)	\$
Other Carrier (i.e., rail, bus, or rented car accompanied by original receipt)	\$
Meals	\$
Lodging	\$
Miscellaneous expenses – Please itemize	\$
Grand Total	\$

Signature of Applicant: _____ Date: _____

APPROVAL: _____ Date: _____

Director, Human Resources

College Requisition # _____