

GCCCD

District Services

INTER-DEPARTMENTAL PROCESS Candidate Travel Reimbursement*

<u>Position</u>	<u>Interviews</u>	<u>Maximum amounts</u>
Chancellor's Cabinet	1 st Interview	\$500
	2 nd Interview	Full-Cost
Confidential Administrators	1 st Interview	\$500
	2 nd Interviews	Full-Cost
Managers (Deans and Directors)	1 st Interview	\$250
	2 nd Interviews	\$500
Faculty	1 st Interview	\$250
	2 nd Interviews	\$500

Reimbursement Guidelines*

- The District reimburses candidates who live 75 miles or more from the interview site for a 24-hour period of travel beginning the day before the interview and ending on the day of the interview.
- Reimbursements are only applicable to travel charges for the candidate. Travel expenses for spouses/partners, children, relatives, friends, or others are not reimbursable.
- Candidates will be reimbursed per level of interview as described above. Candidates should attempt to make travel arrangements that fall below the maximum amount. *When appropriate, candidates should be given at least two weeks (14 days) notice prior to the interview to minimize travel costs.*
- Original, itemized receipts are required for reimbursement and must be submitted to Human Resources, if at all possible, within the fiscal year during which the charges were incurred.

The following travel expenses are reimbursable with receipts:

- a) **Airfare or Mileage:** Round-trip, coach class airfare OR round-trip mileage at the District's current mileage reimbursement rate calculated from the candidate's residence to the District location where the interview is held. The District does not reimburse both airfare and mileage for a candidate. The current mileage rate is posted on the Business Services website. The District does not reimburse for fuel costs for personal vehicles since it is already incorporated into the mileage rate.
- b) **Rental car:** One-day rental of an economy class/compact car including taxes and required surcharges (i.e. tourism fees, loss damage waivers). Mileage for rental car or drop charge fees (fee for

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dropping off rental car at a different location from pick-up location) are not reimbursable. As well as drop charges for rental car for personal usage not associated with the interview will not be reimbursed. Exceptions will be reviewed and approved by the Vice Chancellor of Human Resources. Fuel charges incurred for rental car within the 24-hour interview travel period are reimbursable.

c) **Train:** Round-trip, coach class train travel including taxes and required surcharges from the station nearest the candidate's residence to a station in San Diego County near the interview location.

d) **Hotel:** Only a one night-stay (standard room) within 24 hours of the interview is reimbursable.

e) **Public transportation:** Round-trip public transportation/mass transit to and from the candidate's residence, hotel, local airport, and/or train station is reimbursable. Such transportation is defined as public bus and rail systems.

f) **Cab fare:** Round-trip cab fare from the candidate's hotel, airport, train station, or public transportation stop or station to the interview location.

g) **Airport parking:** Parking charges incurred within the 24-hour interview travel period.

h) **Meals:** Three meals, typically including dinner the evening prior to the interview date and breakfast and lunch on the day of the interview. Alcoholic beverages will not be reimbursed. Meal reimbursement is not to exceed the District's current maximum allowable amount, \$55.00/day.

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