

Travel Expense Reimbursement for Prospective Employees

Purpose

To recognize the need to provide allowable travel expense reimbursement for prospective employees as a way to enhance the applicant pool.

Scope

The policy is intended to clarify the process and limitations of reimbursable travel expenses for hiring managers, prospective employees, administrative support staff, and budget administrators and to outline the reimbursement procedure.

Definitions

“Prospective employees” under this policy are applicants being considered for:

- full-time academic positions or
- administrative positions with supervisory responsibility.

“Responsible Executive Team member” means the member of the President’s Executive Team who has budget authority over the area that is interviewing the prospective employee.

Policy

Any prospective employee, meeting the definition above and traveling over 100 miles round-trip, may be eligible for reimbursement for the following (within stated limits):

1. Transportation

If traveling 100-300 miles round-trip:

- Up to \$500 for Personal Vehicle (POV) mileage at (at OFM approved rate), ferry, road and/or bridge tolls

If traveling more than 300 miles round-trip:

- Up to \$500 for air fare and ground transportation. Ground transportation may include POV mileage, shuttle, taxi, Uber/Lyft, and/or rental car. (Rental car limits: \$80.00 + taxes per day for up to two days, if needed due to scheduling, and preapproved by the responsible Executive Team member).

OR

- Up to \$500 for round-trip Personal Vehicle (POV) mileage (at OFM approved rate), ferry, road, and/or bridge tolls.

2. Lodging

Accommodations for up to two nights at the government rate in Kitsap County (plus tax).

Accommodations for more than one night, or in areas outside Kitsap County, are subject to preapproval by the responsible Executive Team member. Note: Candidates may use their invitation to interview at the college to verify that they are on government business.

3. Other

Subject to pre-approval by the responsible Executive Team member, additional travel expenses may be reimbursed under special circumstances.

Reimbursement Procedure

The hiring manager will invite selected interviewees (who meet the above definitions) and provide the applicant with a copy of this policy.

In order to receive reimbursement, prospective employees must submit **original receipts** and a completed **ACH Enrollment - Direct Deposit form** to the Administrative support staff of the hiring division as soon as possible, but no later than 4 weeks after the interview date. All reimbursements will be paid by direct deposit only.

The Administrative support staff of the hiring division will:

- Prepare A19 Invoice Voucher - Prospective Employee form on behalf of the Prospective Employee;
- Attach original receipts;
- Obtain approval of the travel reimbursement request from Budget Administrator;
- Forward completed travel reimbursement request to Accounting Services for payment to prospective employee.

Specific Authority

[RCW 43.03.130](#); [SAAM 10](#) and [70.20](#)

History of Policy and Procedure

OC Executive Team Sponsor: Joan Hanten, Interim Director of Human Resource Services

Adopted by OC Executive Team: 3/2019

Update adopted by OC Executive Team: 10/2019

Originally Adopted by President's Cabinet: 4/2009

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