



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: REIMBURSEMENT OF EXPENSES FOR APPLICANTS INVITED FOR A JOB INTERVIEW	Code: BB0900
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Policy Reference: B0901, Travel and Expense Reimbursement, C0503-2, Employee Recruitment, Hiring, and Training

Travel expenses, including transportation, food, and lodging, shall be paid to applicants who have been invited for an interview and who reside more than 50 miles outside of the district.

An applicant who has been offered a position but refuses employment at MATC shall not be reimbursed for travel expenses.

The president must approve exceptions to this policy.

Human Resources shall initiate and complete the necessary steps to promptly reimburse those invited applicants entitled to approved travel expenses.

Human Resources:

1. Will request statements of expenses from invited applicants, making sure receipts are included;
2. Will initiate and approve Travel Vouchers (Form 52:95) and forward them to the Business Office;
3. Will request the Business Office to issue and forward checks to Human Resources; and
4. Will send checks to invited applicants.

See also: CC2101, Recruitment Travel Expense Reimbursement

Office of Responsibility: Finance Division