# North Orange County Community College District ADMINISTRATIVE PROCEDURES

# Chapter 7 Human Resources

# AP 7120-10 Applicant Reimbursement

#### 1.1 Eligibility and Maximum Reimbursement Amount

- 1.2 To the extent funding is available the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty positions and regular management positions, up to the limits allowed.
- 1.3 Expenses for travel from outside a 150-mile radius of the District and expenses for videoconferencing are eligible for reimbursement.
- 1.4 The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed eight hundred dollars (\$800). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand five hundred dollars (\$1,500).
- 1.5 Authorization for reimbursement must be granted by the Chancellor, President, or Provost, as applicable, prior to the expenses being incurred.

## 2.1 Allowable Transportation Expenses

2.2 <u>Common Carrier</u>: Reimbursement is authorized for round-trip economy or coach fare.

#### 2.3 Private Automobile

- 2.3.1 Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.
- 2.3.2 For automobile trips over 400 miles, the actual mileage or round-trip economy airfare, whichever is lower, shall be the maximum amount reimbursed.

#### 2.4 Local Transportation Expenses

- 2.4.1 Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fares, and parking fees.
- 2.4.2 Reimbursement for local rental car expense is authorized for up to two days, not to exceed sixty dollars (\$60) per day.
- 2.4.3 The maximum reimbursement for all local transportation expenses shall not exceed one hundred twenty dollars (\$120).

### 3.1 Allowable Lodging Expenses

3.2 Reimbursement for local lodging expense is authorized for one night, not to exceed one hundred fifty dollars (\$150).

### North Orange County Community College District ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

# AP 7120-10 Applicant Reimbursement

3.3 No reimbursement will be made for noncommercial lodging in a private dwelling.

#### 4.1 Procedure for Reimbursement

- 4.2 All travel expenses shall be paid by the candidate and submitted for reimbursement through the Chancellor/President/Provost or designee.
- 4.3 Requests for reimbursement shall require the submission of original receipts and such other documentation as may be required by the District.
- 5.0 <u>Exceptions</u>: Exception to the maximum reimbursement limits may be authorized by the Chancellor/President/Provost for an allowable expense with the understanding that the exception must satisfy the requirement that the amount of the expense was actual, necessary, and reasonable under the circumstances.

**Date of Adoption**: February 12, 2008

**Date of Last Revision**: August 24, 2015 District Consultation Council