

## Candidate Reimbursement for Interview

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

First Interview       Second Interview       Tele-Conference Interview

Name: \_\_\_\_\_ Date of Interview(s): \_\_\_\_\_

Position for which interviewed: \_\_\_\_\_

Address where reimbursement is to be sent: \_\_\_\_\_

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip Code

( ) \_\_\_\_\_  
 Telephone

The College shall reimburse for actual and 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 Human Resources Division 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	\$
<b>Grand Total</b>	<b>\$</b>

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
 Associate Vice-President, Human Resources

College Requisition # \_\_\_\_\_

## **Chapter 7 – Human Resources**

### **AP 7127 Applicant Travel Reimbursement**

The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for full-time faculty, management, or classified interviews.

#### Individuals Eligible for Reimbursement

With preapproval from the Vice President, Human Resources or designee, full-time faculty (contract and regular), management, or classified applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview will be eligible for the reimbursement.

#### Reimbursable Expenses Guidelines

- A. The College shall reimburse actual and necessary traveling expenses for the lowest cost travel method associated with the applicant's interview. Any expenses not associated with or necessary to the applicants' interview shall be the applicant's responsibility.
- B. Travel may be by personal or rented vehicle, air, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expense reimbursements which are subject to approval by the Vice President, Human Resources or designee. Airline ticket fees submitted for reimbursement will be for tickets booked at coach or economy class rates.
- C. Appropriate meal and beverage expenses accompanied by receipts will be reimbursed at the College's per diem rate in accordance with Administrative Procedure 7400.
- D. Mileage for using one's own vehicle shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for airfare.
- E. Reimbursement is limited to the expenditures incurred by the applicant on behalf of themselves only.
- F. 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, or designee in consultation with the appropriate screening and selection managers.

#### Process and Timeline for Reimbursement

Applicants shall submit to the Human Resources Division a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. Original receipts for expenses must be submitted for the applicant to be reimbursed.

Approved: September 14, 2016

Revised: November 16, 2021 (numbering only)

Revised: November 9, 2022