





Reimbursement will not be processed until after the candidate's interview is complete. In no event will the College reimburse expenses in advance of the interview date.

To obtain reimbursement, candidates for eligible positions as staff must submit their eligible expenses and supporting documentation to the Associate Director of Recruitment, who will review and process the reimbursement.

Candidates for eligible positions as faculty members must submit their eligible expenses and supporting documentation to the Executive Assistant to the Deans of the Faculty.

All eligible expenses must be submitted in accordance with this policy within 30 days of the candidate's interview in order to be eligible for reimbursement.

The following support for eligible expenses will be required to be submitted in connection with any request for reimbursement under this policy:

- A. Air transportation: Airline payment receipt or confirmation showing amount of fare and flight details (upgrades to seats, fare class, additional bag fees, and the like are not eligible for reimbursement under this policy)
- B. Car rental: Car rental agreement or receipt showing amount paid, pick-up and drop-off locations, mileage (if applicable), and gas receipts
- C. Lodging: Hotel bill showing dates of lodging and amount of payment
- D. Taxi or Rideshare service: Receipt or bill
- E. Personal vehicle: Details regarding home address or other starting/ending location(s) and round-trip mileage to be reimbursed at applicable IRS rate.
- F. Receipts for meals during the duration of the campus visit and related travel.

#### Questions

Questions regarding this policy should be directed to the Associate Director of Recruitment.

This policy and procedure may be amended, restated, modified, replaced or discontinued at any time in the sole discretion of the College.