



## TRAVEL REIMBURSEMENT

If eligible, per the advertised job announcement, the Los Rios Community College District gives limited reimbursement for a portion of travel costs to candidates selected for interview who reside out of town, state, or country. Payment is made based on travel for one-way mileage using Mapquest.com from the physical address on the application to the interview location as follows:

**\$150** for 1<sup>st</sup> interview when travel is 400-599 miles one way.

**\$150** for 2<sup>nd</sup> interview when travel is 400-599 miles one way.

**\$250** for 1<sup>st</sup> interview when travel is 600 or more miles one way.

**\$250** for 2<sup>nd</sup> interview when travel is 600 or more miles one way.

**\$150** for 1st and 2<sup>nd</sup> interviews when two one way travels total 400-599 miles.

**\$250** for 1st and 2nd interviews when two one way travels total 600 or more miles.

At the time of the interview, candidates must submit original receipts for expenses—plane fare, gas, hotel, tolls, meals, and etc. Please allow six to eight weeks for payment processing once a reimbursement form and original receipts have been submitted to the college department.

NOTE: Los Rios Community College District Human Resources department tracks candidate reimbursements. Candidates interviewing for more than one position within the district on the same day or consecutive days and applicants who submit multiple candidate reimbursements forms at different colleges for the same expenses (flight, etc.) will receive **ONLY ONE** reimbursement.