

CANDIDATE TRAVEL REIMBURSEMENT FOR INTERVIEW

I. Overview and Guiding Principles

The Los Rios Community College District is committed to an accessible recruitment and hiring process, allowing all qualified applicants an equitable opportunity for employment. Los Rios offers limited travel reimbursement for a portion of travel costs to candidates selected for interview, who reside out of town, state, or the country. The limited reimbursement option applies to all applicants to Los Rios positions that provide for travel reimbursement as described on the job posting.

II. Guidelines for Reimbursement

Acceptance of the Los Rios CCD travel policy is required when requesting partial reimbursement for interview expenses.

Scope. This document applies to all eligible candidates seeking reimbursement and provides requirements and established procedures when incurring travel expenses while interviewing with Los Rios Community College District.

Objective. To ensure candidates have a clear understanding of the requirements and procedures for travel reimbursement. Once a candidate has read and accepted the terms of this policy, reimbursement may be submitted at the time of the interview but no later than 7 days after the interview date.

Candidate Responsibility. Candidates are responsible for complying with the candidate travel policy.

- Los Rios assumes no obligation to reimburse candidates for expenses that are not in compliance with this policy.
- Candidates who do not comply with this travel policy may be subject to delay or denial of reimbursement.
- Candidates will not submit multiple candidate travel reimbursement forms at different sites/colleges for the same expenses.
- Candidates interviewing for more than one position within the District on the same day or consecutive days will receive only one reimbursement.

Eligible Transportation Expenses. Reimbursements are a flat rate not to exceed the amounts listed below.

If you are invited to	And one-way mileage from the address on the application to the interview locations is	Reimbursement Amount will be:
1st level interview	0-400 miles	0
1st & 2nd level interviews	0-400 miles combined	\$250
1st level interview	400-599 miles	\$250
1st & 2nd level interviews	400-599 miles combined	\$350
1st level interview	600+ miles	\$350
1st & 2nd level interviews	600+ miles combined	\$450

Receipts. As reimbursements are flat rates, itemized receipts are not necessary. Under special circumstances, original receipts may be required.

III. Contact

For any questions please contact the college department office where you interviewed; or to seek reimbursement submit GPS driving directions to the office at the time of the interview or no later than 7 days.