AIMS COMMUNITY COLLEGE PROCEDURE

TRAVEL AND RELOCATION EXPENSE REIMBURSEMENT FOR APPLICANTS AND NEW HIRES

The following travel reimbursement practices are applicable to candidates invited to Aims Community College (College) for a personal interview. Candidates are responsible for:

- making their own travel accommodations;
- seeking and obtaining the most cost effective rate for travel to and from the College regardless of the mode of transportation;
- adhering to the College’s travel expense per diem rates;
- providing original receipts for applicable expenditures (i.e. transportation, meals, lodging) to College, Human Resources Office, upon completion of the travel;
- Expenses will be reimbursed for interviewee only;
- Interviewees may receive reimbursement for over-night accommodations up to a two-night maximum.

The Human Resources Office is responsible for coordinating arrangements and processing paperwork for travel and/or relocation reimbursement. Reimbursement will only be provided for actual and documented expenditures supported with original receipts, excluding per diem rates.

ELIGIBILITY FOR EXPENSE REIMBURSEMENT

Candidates are eligible for travel reimbursement after completing their interview.

Reimbursement of relocation expenses requires a signed agreement between the College and the employee (employee commits to one year minimum of College service) President’s approval required for waiver of reimbursement for relocation expenses for less than one year of service.

The maximum amount allowable for travel and relocation reimbursement is based on the position class the candidate is interviewing and/or selected for. Following are position classes along with applicable schedule for reimbursement:

<table>
<thead>
<tr>
<th>Position Class</th>
<th>Travel</th>
<th>Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Management</td>
<td>$500 maximum</td>
<td>$2,500 maximum or 5% of incumbent’s initial salary placement (requires President’s approval).</td>
</tr>
<tr>
<td>Administrator</td>
<td>$500 maximum</td>
<td>$2,500 maximum or 5% of incumbent’s initial salary placement (requires President’s approval) – Provided only when market conditions limit availability of applicants. Approval required by Senior Management.</td>
</tr>
<tr>
<td>Position</td>
<td>Maximum Amount</td>
<td>Details</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Full-time Faculty</td>
<td>$500 maximum</td>
<td>$2,500 maximum or 5% of incumbent’s initial salary placement (requires President’s approval) – Provided only when market conditions limit availability of applicants. Approval required by Senior Management.</td>
</tr>
<tr>
<td>Staff</td>
<td>$500 maximum – Provided only when market conditions limit availability of applicants. Approval required by Senior Management.</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

Reimbursement of travel and relocation expenses to candidates interviewing and/or selected for grant funded positions are to be reimbursed by the grant funds not General Fund resources.

**APPROVED: Dr. Marsi Liddell**  
Aims Community College President  
**Date: March 29, 2004**

**Revised: September 25, 2006**

**Reviewed for Content: September 23, 2009**