

## Travel Guidelines for Interview Candidates

### PURPOSE

The purpose is to establish guidelines for reimbursement and assist candidates with travel related interview expenses.

### ELIGIBILITY

Candidates that are eligible for reimbursement are those that are invited to and attend an on-campus interview for full-time faculty or staff positions with an exempt salary Grade of 10 or higher. Candidates will be responsible for making their own travel arrangements. Expenses will be reimbursed for the interview candidate only, and will not include any expenses related to additional travel companions.

### COVERED EXPENSES

**Reimbursement For All Covered Expenses May Not Exceed \$1,000.** Payment is limited to reimbursement of meals, lodging, and transportation related expenses. The *most cost-effective method of transportation* that will accomplish the purpose of the travel shall be selected. Economy class travel shall be used unless it is documented that utilization of another method of travel is more cost-efficient or practical.

### REIMBURSEMENT/RECEIPT/AMOUNTS REQUIREMENTS

Candidate must first pay for all expenses and submit original itemized receipts (**showing proof of payment**) for reimbursement within 10 days of return travel to Yavapai College, Human Resources. Travel, lodging, or other expenses provided using loyalty or reward incentive programs *are not* eligible for reimbursement. Travel expenses due to personal visit or extension of a trip *are not* eligible for reimbursement.

- Maximum reimbursement for expenses limited to INTERVIEW DAY(S) + ONE (1) DAY WHILE TRAVELING
- The following airline fees are not reimbursable (early check-in, change of flight, first class/business class upgrade, priority seating, trip cancellation, optional travel/ baggage insurance). Baggage fees may be reimbursed up to 1 bag per candidate.
- If using a personal vehicle as primary method of travel/transportation, mileage will be reimbursed at the current approved YC rate (this rate includes gas costs and associated operational expenses). Only the most direct route will be reimbursed. Please provide google map/map quest to document mileage.
- Meals will be reimbursed at the most current approved YC per diem, using AZ State guidelines rate based on times of travel. Meals provided free of charge by a hotel (continental or hot) or YC are not eligible for reimbursement.
- Reimbursement for parking will be limited to the lowest cost economy uncovered parking available.
- If using a rental car, candidate can submit receipts for rental car and gas expenses. Rental car expenses (up to the base price of a standard/midsized car, gas, plus taxes) will be reimbursed. Reimbursement will not be made for any additional insurance, upgrades, prepaid fuel options or other fees.
- When booking packaged deals through discount websites (Expedia, Travelocity etc.), documentation showing the cost of each specific item (airfare, hotel, rental car etc.), including payment method, is required for reimbursement.

*For those candidates traveling from **Out of State** (Or In-State traveling more than 100 miles from home, one way within the State of Arizona):*

- Lodging will be reimbursed for a two (2) night maximum stay, at a \$100 maximum base rate. A list of local, discounted hotels is provided for convenience (see attached).

### **SUBMIT REIMBURSEMENT CLAIM FORM/RECEIPTS:**

Yavapai College, Human Resources  
1100 E. Sheldon Street  
Prescott, AZ 86301  
Contact Phone Number: 928-776-2217  
HumanResources@yc.edu

***Exceptions to these Travel Guidelines will be provided for Executive level positions and/or with advance approval of the Human Resources Director only.***

Rev. 11.13.18

# Interview Expense Claim Form



SECTION I – CANDIDATE INFORMATION		
LAST NAME:	FIRST NAME:	
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER:	EMAIL ADDRESS:	
SECTION II – INTERVIEW INFORMATION		
POSITION APPLIED FOR:		
DATE(S) OF INTERVIEW:		
SECTION III – EXPENSE CLAIM INFORMATION		
<b><u>ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR EXPENSES PAID; ITINERARIES NOT SHOWING PAID EXPENSES WILL NOT BE ACCEPTED- SUBMIT ALONG WITH CLAIM FORM</u></b>		
*DEPARTURE DATE/TIME:	/	AM/PM
*RETURN HOME DATE/TIME:	/	AM/PM
1. COMMERCIAL TRAVEL (THE MOST COST EFFECTIVE TRANSPORTATION METHOD WILL BE REIMBURSED)	\$	
2. PERSONAL VEHICLE (MILES ____ @ 44.5 CENTS PER MILE, AZ RATES)-(ATTACH GOOGLE MAP)	\$	
3. LODGING (MAXIMUM REIMBURSEMENT \$100 PER NIGHT)	\$	
4. MEALS (RECEIPTS NOT REQUIRED. REIMBURSEMENT BASED ON CURRENT PER DIEM RATES)	\$	__ Breakfast @ \$9 __ Lunch @ \$11 __ Dinner @ \$21
<ul style="list-style-type: none"> <li>• MEALS WILL BE REIMBURSED FOR INTERVIEW DAY(S) + ONE (1) DAY MAXIMUM WHILE TRAVELING</li> <li>• MEALS PROVIDED FREE OF CHARGE BY HOTEL OR YC (CONTINENTAL/HOT) ARE NOT BE ELIGIBLE FOR REIMBURSEMENT</li> </ul>		
5. PARKING (LIMITED TO THE LOWEST COST ECONOMY UNCOVERED PARKING)	\$	
6. CAR RENTAL (REIMBURSE UP TO A STANDARD/MIDSIZED PLUS GAS AND TAXES)	\$	
7. OTHER TRAVEL EXPENSE (SPECIFY)	\$	
<b>TOTAL TRAVEL EXPENSES</b>	\$	
The Human Resources Department reviews each claim for eligibility prior to payment authorization for reimbursement. Thank you for your participation in our recruitment process!		
RETURN CLAIM FORM TO: Yavapai College, Human Resources, 1100 E Sheldon St., Prescott, AZ 86301		
CANDIDATE SIGNATURE: _____	DATE: _____	
BUDGET MANAGER SIGNATURE: _____	DATE: _____	
<b>HR USE ONLY –</b> <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE		

