

Travel Guidelines for Interview Candidates

PURPOSE

The purpose is to establish guidelines for reimbursement and assist candidates with travel related interview expenses. These guidelines are in correspondence with Yavapai College's Travel Policy and should be reviewed here, [Travel Procedures Manual](#).

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 that are 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.

For hotel reimbursement the candidate must be traveling from a location more than 120 miles away.

COVERED EXPENSES

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 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 is 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.

SUBMIT REIMBURSEMENT CLAIM FORM/RECEIPTS:

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

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		
<u>ORIGINAL ITEMIZED RECEIPTS, SHOWING METHOD OF PAYMENT, ARE REQUIRED FOR EXPENSES PAID; ITINERARIES NOT SHOWING PAID EXPENSES WILL NOT BE ACCEPTED - SUBMIT ALONG WITH CLAIM FORM</u>		
*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 ____ @ 52 CENTS PER MILE, AZ RATES)-(ATTACH GOOGLE MAP)	\$	
3. LODGING	\$	
4. MEALS (RECEIPTS NOT REQUIRED. REIMBURSEMENT BASED ON CURRENT PER DIEM RATES) - MEALS WILL BE REIMBURSED FOR INTERVIEW DAY(S) + ONE (1) DAY MAXIMUM WHILE TRAVELING - MEALS PROVIDED FREE OF CHARGE BY HOTEL OR YC (CONTINENTAL/HOT) ARE NOT BE ELIGIBLE FOR REIMBURSEMENT <u>PLEASE ENTER TOTAL OF ELIGIBLE MEALS IN PROVIDED BOXES TO THE RIGHT</u>		__ Breakfast @ \$9 __ Lunch @ \$12 __ Dinner @ \$24
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)	\$	
TOTAL TRAVEL EXPENSES: \$	HR USE ONLY - ELIGIBLE REIMBURSEMENT AMOUNT:	\$
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: _____

HR USE ONLY – ELIGIBLE NOT ELIGIBLE **FOAP:** _____

Prescott Campus Area Hotels							
1100 E Sheldon St, Prescott, AZ 86301							
Name	Address	Phone Numbers	Website	YC Corporate Discount	YC Corporate Rate	Sales/Marketing Contact	Distance to YC
Springhill Suites by Marriott	200 E Sheldon Street Prescott, AZ	928.776.0998 888.466.8440	www.marriot.com/prcsh	Yes	NA	Holli Dolan - 928.830.1815 hdolan@ponderosa/hotels.com	.59 Mi 1 Min
Hampton Inn	3453 Ranch Dr Prescott, AZ	928.443.5500 800.426.7866	www.hamptoninn.com	Yes	\$119/night - week 20% off - weekend	Angela - 928.443.5500 928.445.4271	3.41 Mi 6 Min
Hassayampa Inn	122 E Gurley Prescott, AZ	928.778.9434 800.322.1927	hassayampainn.com	Yes, if available	Preferred rate tiered - mention YE 1927 Club	Amore Cianciola - 928.777.9550 amore@hassayampainn.com	.89 Mi 2 Min
Holiday Inn Express	3554 Ranch Road Prescott, AZ	928.445.8900 800.315.2121	holidayinnexpress.com	Yes	\$119/night - week 20% off - weekend		1.1 Mi 3 Min
Hotel St. Michael	205 W Gurley St Prescott, AZ	928.776.1999 800.678.3757	stmichaelhotel.com	Yes	10% off	Regina 928.776.1999	1.01 Mi 3 Min
Hotel Vendome	230 S Cortez St Prescott, AZ	928.776.0900 888.468.3587	vendomehotel.com	Yes	10% off	Nick Hill 928.776.0900	1.01 Mi 3 Min
Prescottonian Best Western	1317 E Gurley St Prescott, AZ	928.445.3096 800.528.1234	generalmanager@PrescottBestWestern.com	Yes	NA	Robin Yager 928.445.3096	.53 mi (1 min.)
Prescott Pines Inn	901 White Spar Rd Prescott, AZ	928.445.7270 800.541.5374	prescottpinesinn.com	Yes	10% off (single, Weeknights)	Corey	2.37 mi (6 min.)
Quality Inn	1105 E Sheldon Street Prescott, AZ	928.7761282 855.809.3506	www.qualityinn.com	Yes	NA	Gavon 928.776.1282	.0lmi (<1 min.)
Roadway Inn	1225 E Gurley St Prescott, AZ	928.445.7057	https://www.choicehotels.com/arizona/prescott/rodeway-inn-hotels/az328	Yes	\$94.99 (1Bed), \$114.99 (2Beds) weekends rates higher	Kevin Bhatka 928.445.7057	.5 Mi 1 Min
Verde Valley Campus Area Hotels-							
<u>Yavapai College, Verde Campus, 601 Black Hills Dr., Clarkdale, AZ 86324</u>							
Name	Address	Phone Numbers	Website	YC Corporate Discount	YC Corporate Rate	Sales/Marketing Contact	Distance to YC
Best Western Cottonwood Inn	993 S Main St Cottonwood, AZ	928.634.5575 877.377.6415	bestwesternarizona.com	Yes	NA	Christine 928.634.5575 x 410	3.42 Mi 7 Min
<u>Sedona Campus Area Hotels</u>							
<u>Yavapai College, Sedona Campus, 4215 Arts Village Drive, Sedona AZ, 86336</u>							
Name	Address	Phone Numbers	Website	YC Corporate Discount	YC Corporate Rate	Sales/Marketing Contact	Distance to YC
Hampton Inn	1800 W Hwy 89A Sedona, AZ 86336	928.282.4700 800.426.7866	sedona.hamptoninn.com	Yes	State Rate If available	Lacey King - 928.282.4700 lacey.king@hilton.com	2.61 Mi 5 Min