Overview
As part of the recruiting process, it may be necessary for a candidate to travel during the interview phase. In this case, travel must be pre-approved by the hiring manager of the department with whom the candidate is interviewing and reimbursement facilitation processed by the department.

Interview Scheduling
Human Resources will reimburse eligible candidates for a one day interview with the college; the department may reimburse any additional interviews. Therefore, it is advisable to conduct screening interviews by phone for all out of town candidates the department is considering for the position prior to scheduling face-to-face interviews. Note- This does not obligate phone screening interviews for local candidates, but the department is welcome to do so if it so chooses.

Please schedule interviews with as much notice as possible to avoid more expensive fees. For example, flights should be purchased at least two weeks before the scheduled travel date for this very reason.

Documentation
SJC Vendor Packet:
This packet is to be provided by the interviewing department to out of town candidates by fax, email, or by directing them to the appropriate link online once the interview dates and times have been confirmed with the department. New Vendor Packet

1. The candidate will complete the SJC Vendor Packet and list Rosselle Helms as the Contact at San Jacinto College on pg.1 of the form.
2. Please note: the Direct Deposit Authorization form is optional; however, it is the preferred method of reimbursement.
3. The candidate will submit the packet to Rosselle.Helms@sjcd.edu in Human Resources for processing upon completion. This must be received and processed before a reimbursement can be applied.

Travel Reimbursement Form:

1. The interviewing department will provide the candidate with the Travel Reimbursement Form prior to or on the scheduled interview date. This internal form is found on the Exchange SJC Travel Reimbursement Form and is not accessible to external users, outside of our internal server. Therefore, providing this link to candidates is not adequate.
2. The interview date, position, department and campus where the interview took place must be listed on the form.
3. The candidate will submit the completed Travel Reimbursement Form along with itemized receipts to the hiring department for approval. Please see the SJC definition of eligible receipts below. Note- these receipts may be sent to the department by email, fax or mail after the interview date, as receipts such as rental cars and parking will not be obtained until after the candidate returns from travel.
4. Once the hiring department reviews and ensures that all appropriate receipts and documentation are complete and eligible for reimbursement, the department will forward the signature approved Travel Reimbursement Form with all accompanying receipts for reimbursement to Rosselle.Helms@sjcd.edu.

Receipts:
1. All receipts must be itemized and show a form of payment. For example, restaurant meal tickets or flight itineraries that show charges without a payment method will not be accepted. Credit card receipts without itemization are also not eligible for reimbursement.
2. If a receipt looks questionable, contact Rosselle.Helms@sjcd.edu for assistance.
Candidate Reimbursement Guidelines

<table>
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<tr>
<th>Items Eligible for Reimbursement</th>
<th>Required Documentation</th>
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| Mileage                          | List on Travel/Reimbursement Form. IRS approved rate as of Jan.1, 2015 \textbf{0.575/mi}  
A mapping tool print out of exact addresses, such as Google Maps or Map Quest of the travel route must be attached to the Travel Reimbursement Form. 
Note: San Jacinto College will reimburse the lesser of mileage or airfare. |
| Meals                            | Itemized Receipt(s)    |
|                                  | Note: Recommended $40/day limit 
(1 breakfast, 1 lunch, and 1 dinner) 
Alcohol is not reimbursable. Other non-reimbursable items are found at the end of this document. |
| Hotel/Lodging                    | Itemized Receipt       |
|                                  | Note: 1 night stay, unless otherwise instructed by Human Resources. |
| Airline/Bus/Train Ticket         | Original ticket stub or e-ticket/itinerary |
| Taxi/shuttles                    | Itemized Receipt(s)    |
| Car Rental and Fuel             | Itemized Receipt(s)    |
|                                  | Note: If a rental car is submitted, then mileage reimbursement will not be granted, as that is included in the cost of the rental. |
| Parking and Tolls                | Itemized Receipt(s)    |
| Tips                             | Itemized Receipt(s)    |
|                                  | ($3 limit recommended by IRS for travel) |

**Completion**

Travel reimbursement is intended for interviewing purposes. If a candidate chooses to extend his/her stay, reimbursement will be processed for 1 night, as it corresponds with the interview schedule.

Failure to submit the proper and/or complete documentation will delay reimbursement; any expense without itemized receipts will not be reimbursed.

Reimbursement should be finalized within 7-10 business days once the Vendor Packet, Travel Reimbursement Form, and receipts are processed and approved by Accounts Payable. The candidate will receive reimbursement by direct deposit or check.

**Relocation Expenses**

Reimbursement for relocation expenses is typically reserved for executive positions. Any arrangements for the reimbursement of relocation expenses must be pre-approved by the respective Strategic Leader Team member and the Chancellor.