

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 processed by the department.

Interview Scheduling

The hiring department will reimburse eligible candidates for a one-day interview with the college. Any exceptions must be approved by the respective budget manager (please refer to the table on the next page for listing of budget managers). All reimbursements will be submitted through the department. The department will process and handle the paperwork and reimbursement. Interview phone screenings should be conducted for all local and out of town candidates prior to scheduling face-to-face interviews.

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

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 the hiring department as the [Contact at San Jacinto College](#) on page 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 completed packet to the hiring department for review. Once reviewed, the department will send the packet to the Purchasing department to be processed. Purchasing must receive and process the vendor packet before a reimbursement can be applied.

Travel Reimbursement Form:

1. The hiring 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 on the next page. Please note: These receipts may be sent to the department by email, fax, or mail after the interview date. 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 then process the reimbursement as a direct pay or requisition. All original documentation must be sent to Accounts Payable located at District.
5. A budget transfer for the complete amount of the reimbursement may be created in SOS or Banner. The budget transfer will allocate funds from the respective budget manager's account, back to the account the department used for the travel reimbursement. [See list of](#)

[budget managers below.](#) Link to: [Budget Transfer Form](#)

Budget Manager	Primary Fund
Central Campus Provost	100100
North Campus Provost	100200
South Campus Provost	100300
Associate Vice Chancellor, Student Services	106200
Vice Chancellor, Marketing, Public Relations, and Government Affairs	106300
Associate Vice Chancellor, Facilities Services	106400
Vice Chancellor, Fiscal Affairs	106500
Vice Chancellor, Human Resources	106600
Deputy Chancellor and College President	106700
Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity	106750
Vice President, Continuing & Professional Development	106800
Chief Information Officer	106900

Receipts

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.

Mileage	<p>List on Travel/Reimbursement Form. IRS approved rate as of Jan.1, 2019: \$0.58/mi</p> <p>A mapping tool printout of exact addresses, such as Google Maps or Map Quest of the travel route must be attached to the Travel Reimbursement Form.</p> <p>Note: San Jacinto College will reimburse the lesser of mileage or airfare.</p>
Meals	<p>Itemized Receipt(s)</p> <p>Note: It is recommended that you limit the cost of meals to: Breakfast - \$8.00; Lunch - \$12.00; Dinner - \$20.00</p> <p>Alcohol is not reimbursable.</p>
Hotel/Lodging	<p>Itemized Receipt</p> <p>Note: 1 night stay, unless otherwise approved by budget manager.</p>
Airline/Bus/Train Ticket	<p>Original ticket stub or e-ticket/itinerary</p>

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 (\$3 limit recommended by IRS for travel)	Itemized Receipt(s)

Completion

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

Please send all copies of the reimbursement via email to DL-DirectPay@sjcd.edu

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.

Contact

If you have any inquiries regarding purchasing guidelines, you may contact the Accounting Office at 281-998-6158

If you have any other general questions about candidate reimbursements, you may contact the Executive Assistant in Human Resources, Silvia Tamez. Email: Silvia.Tamez@sjcd.edu Phone: 281-998-6156