


PROCEDURE MANUAL

 <p>ARIZONA WESTERN COLLEGE</p>		PROCEDURE 404.1		
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		Last Revision Date:	10-15-2020; 10-22-2014	
		Effective Date:	03-16-2004	
Section: Human Resources		Subject:	Reimbursement of Expenses for Job Applicants	

PURPOSE

To provide direction regarding the reimbursement of applicants for appropriate expenses associated with on-site interviews.

PROCEDURE

1. The College may reimburse reasonable expenses associated with transportation, lodging, and meals to candidates unless the applicant declines a job offer made by the College. A representative from the Human Resources office will inform applicants who are invited for a personal interview of this procedure.
2. The College will reimburse the following at a rate not to exceed the limits of the current AWC Travel manual:
 - 2.1 Least expensive method of transportation consistent with the scheduled interview date:
 - 2.1.1 If the applicant's home is within reasonable driving distance, actual round-trip mileage from their home to the College at the established mileage reimbursement rate.
 - 2.1.2 Air, bus or train fare for travel from longer distances.
 - 2.2 Commercial lodging.
 - 2.3 Meals and incidental travel expenses such as baggage fees, parking fees, taxi fares, and car rental.
3. Each applicant will submit the appropriate itemized expense form with original receipts for all expenses claimed. Mileage for reimbursement purposes is determined by official maps located on the internet.
4. A Human Resources representative will audit all expense requests from candidates to authorize payment in the appropriate amounts.