


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 404.1		
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	Last Revision Date:	03-16-04	
Effective Date:			
Section:	Personnel	Subject:	Reimbursement of Expenses for Job Applicants

PURPOSE

In an effort to recruit and employ the best possible applicants, Arizona Western College will reimburse job applicants for transportation, lodging, and meals associated with personal on-site interviews.

PROCEDURE

1. A representative from the Office of Human Resources will inform applicants who are invited for a personal interview that the College will reimburse reasonable expenses associated with transportation, lodging, and meals unless the applicant declines a job offer made by the College.
2. The College will reimburse the following at a rate not to exceed the limits of the 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 mileage to Yuma at the established mileage reimbursement rate.
 - 2.1.2 Air, bus or train fare for travel over longer distances.
 - 2.2 Commercial lodging.
 - 2.3 Meals and incidental travel expenses such as parking fees, taxi fares, and car rental.
3. Each applicant will submit an itemized "Summary of Expenses" with original receipts for all expenses claimed. Mileage for reimbursement purposes is determined by official road maps.
4. Prior to submitting each "Summary of Expenses" for payment, the Office of Human Resources audits it to determine that it meets the guidelines listed above.