


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 404.1</b>		
	Page 1 of 1		
	<b>Last Revision Date:</b>	1-14-2014	
<b>Effective Date:</b>		03-16-04	
<b>Section:</b>	Human Resources	<b>Subject:</b>	Reimbursement of Expenses for Job Applicants

## PURPOSE

To define reimbursement of travel expenses for AWC job applicants.

## PROCEDURE

1. A representative from Human Resources will arrange the invitation to interview for the appropriate candidates.
  - 1.1 Applicants will be informed prior to the 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 from 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.
4. Human Resources will audit each "Summary of Expenses" statement prior to forwarding to the Business Office for payment.