

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7121 Applicant Travel Reimbursement

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for full-time tenure track faculty positions and positions covered by individual administrative employment contracts. Reimbursement claims for authorized travel expenses incurred by applicants will be processed by the Human Resources Office in keeping with the following regulations:

1. One-way travel of at least 300 miles must be required, except for cabinet-level positions.
2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300 for the first interview. All authorized travel and lodging expenses will be reimbursed for final interviews.
3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip coach airfare. Mileage reimbursement for personal auto use will be at the approved district rate.
4. Applicants must submit original receipts and verification of expenses.
5. Lodging and automobile rental shall be limited to two days. The Vice Chancellor, Human Resources or designee may authorize an extension of the two days limitation under unusual and special circumstances.
6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.
7. Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.

Responsible Manager: Vice Chancellor, Human Resources

Revised: March 17, 2014 (Previously AR4204 and 4417)
Revised: September 19, 2016