



HUMAN RESOURCES

Policy 40280: Travel Reimbursement for Faculty-Ranked Applicants

1. Purpose

Germanna Community College is committed to recruiting and retaining a highly qualified and diverse faculty. To aid in recruitment and to serve as an incentive, applicants who are selected for an on-site interview may receive reimbursement for their travel expenses as outlined below.

2. Policy

Contingent upon budgetary resources and in compliance with state and local policies and procedures, Germanna Community College may provide all or partial travel reimbursement to applicants for faculty ranked positions.

3. Procedures

3.1 Eligibility: Administrative Faculty (Counselors/Librarians, Coordinators and Deans/Directors) and Teaching Faculty positions are eligible to receive reimbursement for travel expenses incurred for on-site interviews. Vice Presidents and Presidents are not included as they are eligible for additional reimbursements.

3.2 Notifications: The hiring committee chair will notify eligible applicants when they are invited for an interview. Applicant will be advised of the following:

Normal maximum reimbursement per applicant is \$300.00, unless alternate amount has been preapproved by the President. If approved, the higher maximum reimbursement will apply to all applicants for that particular recruit.

All expenses must be documented and submitted on a Travel Reimbursement Voucher.

If traveling by personal vehicle, applicants will need to record mileage. A copy of a Mapquest or comparable tool documenting actual mileage will be adequate for reimbursement documentation. Mileage reimbursement will be based on the current Commonwealth of Virginia allowable rate as documented by the Virginia Department of Accounts, Commonwealth Accounting Policy and Procedure Manual, at the time of travel. Eligibility for mileage reimbursement is limited to those applicants who travel in excess of 50 miles each way.

Overnight lodging will be reimbursed at the current approved rate as determined by the Virginia Department of Accounts. Meal expenses will be reimbursed at the prevailing State

rate per the policy per day. Eligibility for overnight lodging and meal expense reimbursement is limited to applicants traveling in excess of 100 miles each way.

If traveling by public transportation, a receipt and original ticket stub are required. If the ticket is purchased on-line, a print-out showing zero balance is required for documentation. Reimbursement for public transportation is limited to those applicants who are eligible for overnight lodging.

Other items that may be reimbursed: Car rental, parking, tolls and taxis.

3.3 Reimbursement Process

Eligible applicants will be provided a copy of the Travel Reimbursement Voucher and a copy of these guidelines by the chair of the hiring committee. (See attached)

At the completion of the interview, the applicant should submit the completed form with the appropriate documentation.

Travel Reimbursement Vouchers are submitted to the hiring supervisor or their designee for review and approval.

Once approved, the Travel Reimbursement Voucher must be submitted to the President's Office for approval.

Approved Travel Reimbursement Vouchers are then submitted to the Human Resource Office, which will arrange for payment with the Business Office.

3.4 Non-reimbursable expenses include, but are not limited to the following:

Lost or stolen items

Alcoholic beverages

Damage to personal vehicles, clothing or other items

Services to gain entry into a locked vehicle

Movies charged to hotel bills

All expenses related to personal negligence of the traveler, such as fines.

Entertainment expenses

4. Definitions

5. References:

Department of Accounts CAPP Manual Topic #20335

Germanna Community College Travel Policy #30800

6. Point of Contact:

Human Resource Manager

7. Approval date:

January 25, 2010-Presidents Council