



OPERATING PROTOCOL & PROCEDURE

Details

Number: 221
Title: Travel Expense Reimbursement for Applicants
Category: Employees
Responsibility: Human Resources
Approval Date: 10/27/14
Effective Date: 10/28/14
Revised: 8/21/15; 5/1/23

Purpose

To establish the procedures for reimbursing applicants for positions who are invited to on-campus interviews.

Applicability

All applicants who are invited for on-campus interviews.

Definitions

None

References

PCC OP-P 407, Travel (<https://pueblocc.edu/cmsinternet/xml/OPP/400/407.pdf>)

Attachments or Related Forms/Documents

None

Operating Protocol

Pueblo Community College is committed to hiring the most qualified candidates for its positions. In order to do so, recruitment strategies will result in candidates who are outside the local area. If a candidate is invited to interview on campus, the following procedure and criteria will be used to determine reimbursement of travel expenses.

Procedure

1. If the candidate is within Colorado and will be completing travel within a single day, only mileage reimbursement will be authorized if requested. No per diem will be provided for meals.
2. If the candidate is within Colorado and will require more than one day to complete the travel and interview process, then mileage and per diem may be authorized. The rates of reimbursement will be based on the current reimbursement rates as set by the State of Colorado and the Pueblo Community College travel reimbursement protocols (OP-P 407).
3. If the candidate is outside of Colorado, then the candidate will be reimbursed for reasonable travel expenses associated with the process and in accordance with the Pueblo Community College travel reimbursement guidelines. Travel expenses will not be paid in advance and all candidates will be required to book their own flights and hotels and provide receipts for the reimbursement of expenses. If this creates a hardship for the candidate, the department may work with Accounts payable to book the hotels and have them directly charged to the college; however, at no time will flights or meals be paid in advance.

In order to be reimbursed, the candidate must take the following steps:

1. Complete and submit a W-9 in order to have an S number assigned.
2. Submit the Travel Reimbursement Request Form, with all receipts attached, once travel has been completed. This may be mailed or scanned to the hiring officer for processing.

In order to be reimbursed, the Hiring Officer must take the following steps:

1. Add the org number to the Travel Reimbursement Request Form.
2. Verify that receipts are provided for all requested reimbursable expenses for which receipts are required.
3. Sign the form and forward to Accounts Payable with all attachments.

Once the reimbursement request has been received by Accounts Payable, payment will be made to the candidate within 7-14 business days.