

POLICIES AND PROCEDURES

Travel Reimbursement for
Subject: Applicant Finalists Reference: D-III-c

Source: President Eff. Date: July 9, 2008

Approval Auth.: President Approved: _____

Remarks: _____

Date: July 9, 2008

Travel and lodging costs for applicant finalists as a general rule are not reimbursed; however, certain exceptions may be made utilizing the following guidelines.

The President of the College or his designee may approve the reimbursement with receipts for coach airfare or mileage and lodging for senior administrative applicant finalists at the level of vice president or president-elect. Approval should be given before the applicant travels to the college.

The Vice Presidents may approve the reimbursement with receipts for airfare or mileage (at current reimbursement rate) for faculty and administrative applicant finalists providing resources are identified within currently available budget.