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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: RECRUITMENT TRAVEL EXPENSE
REIMBURSEMENT

Code: CC2101

Policy Reference: B0901, Travel and Expense Reimbursement; C0503-2, Employee Recruitment, Hiring, and Training

The Department of Human Resources shall have oversight responsibility for approving all travel associated with employment for the district. All approvals covering items such as transportation, meals, and lodging will be reimbursable in accord with existing Travel and Expense Reimbursement Policy B0901.

Procedure

There must be approval by Human Resources for all travel associated with recruitment before reimbursement will be made.

Normally, only two candidates per interview pool will be eligible for reimbursement. To qualify for reimbursement, a candidate must travel at least 50 miles one way from his/her home to the college.

Lodging accommodations will be reimbursable for one night and possibly two, if the college requires a second day of interviewing. If no other mode of transportation is available, car rental will be reimbursable with prior approval.

Human Resources shall be responsible for initiating the request for reimbursements as well as notifying applicants of what is allowable in accord with Policy B0901.

Exceptions to these provisions will only be authorized by the Associate Vice President of Human Resources.

See also: BB0900, Reimbursement of Expenses for Applicants Invited for a Job Interview

Office of Responsibility: Human Resources

Approving Authority:

Vivian E. Joyner
Associate Vice President
Human Resources and Labor Relations

Date: 8/25/99