



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: REIMBURSEMENT OF EXPENSES FOR APPLICANTS INVITED FOR A JOB INTERVIEW	Code: BB0900
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Policy Reference: B0901, Travel and Expense Reimbursement, C0503-2, Employee Recruitment, Hiring, and Training

Travel expenses, including transportation, food, and lodging, shall be paid to applicants who have been invited for an interview at the Vice President, Executive Vice President, or President level and who reside more than 50 miles outside of the district.

All travel requests must be reviewed by the Talent Acquisition Office to understand the cost total.

An applicant who has been offered a position but refuses employment at MATC shall not be reimbursed for travel expenses.

The Vice President of Human Resources must approve exceptions to this policy.

Human Resources shall initiate and complete the necessary steps to promptly reimburse those invited applicants entitled to approved travel expenses.

Human Resources:

1. Will request statements of expenses from invited applicants, making sure receipts are included;
2. Will initiate and approve Travel Vouchers (Form 52:95) and forward them to the Business Office;
3. Will request the Business Office issue checks directly to candidates via mail or direct deposit

See also: CC2101, Recruitment Travel Expense Reimbursement

Office of Responsibility: Human Resources
Last Reviewed: Apr-2022