ADMINISTRATIVE REGULATION 7401

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CANDIDATE TRAVEL REIMBURSEMENT

I. Eligibility and Maximum Reimbursement Amount

A. To the extent funding is available, the District will reimburse the travel expenses of eligible candidates invited to first and second level interviews for full time faculty and/or permanent management positions, up to the limits allowed.

B. Candidates are eligible for travel reimbursement when their one-way travel to the District is 150 miles or more.

C. The maximum reimbursement amount per interview level for any candidate for all allowable expenses shall not exceed eight hundred dollars ($800).

D. All claims for reimbursement shall be for actual and necessary expenses incidental to the interview(s).

E. Travel reimbursements are authorized by the Vice Chancellor, Human Resources in consultation with the Chancellor, appropriate Vice Chancellor, or appropriate President.

II. Allowable Transportation Expenses

A. Airfare: Reimbursement is authorized for roundtrip economy or coach fare.

B. Private Automobile:

1. Reimbursement for travel from the candidate's private residence to the District, and from the District to the candidate's private residence by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.

2. For automobile trips over 400 miles, the actual mileage or roundtrip economy airfare, whichever is lower, shall be the maximum amount reimbursed.

3. Candidates shall have such insurance as required by District policies and regulations for public liability and property damage.

C. Rental Automobile: Reimbursement for travel by a rental automobile is authorized from the airport to the hotel and/or interview, and from the interview to the hotel and/or airport for up to two (2) days, not to exceed sixty dollars ($60) per day.

D. Shuttle/Taxi/Rideshare fares, and Parking fees:

1. Shuttle/Taxi/Rideshare fares: Reimbursement is authorized for shuttle/taxi/rideshare fares from the airport to the hotel and/or interview; and from the interview to the hotel and/or airport.

   Tips on fares shall not exceed 20 percent of the original (undiscounted) total fare.

2. Parking fees: Reimbursement for airport and/or hotel parking is authorized for up to two (2) days.

3. The maximum reimbursement for all shuttle/taxi/rideshare fares or parking fees shall not exceed one hundred twenty dollars ($120).

III. Allowable Lodging Expenses

A. Reimbursement for local lodging expenses is authorized for one (1) night, not to exceed two hundred dollars ($200).

B. No reimbursement will be made for noncommercial lodging in a private dwelling (e.g., Airbnb, VRBO, etc.).

IV. Impermissible Expenses

A. Any gratuities over 20% of the bill of service;

B. Mileage to and from home airport; and

C. Meals.

V. Procedure for Reimbursement

A. All travel expenses shall be paid by the candidate and claims for reimbursement shall be submitted to the Office of Human Resources.

B. Claims for reimbursement shall require the submission of original itemized receipts and such other documentation, such as a bank statement and map illustrating mileage, as may be required by the District.