

GRAYS HARBOR COLLEGE
Administrative Procedure

**Subject: TRANSPORTATION REIMBURSEMENT
FOR PROSPECTIVE EMPLOYEES**

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Administrative Procedure Number: 502.04

Date adopted: 11/5/79 Revised: 7/1/96 Revised December 19, 2007

- A. At the discretion of the president, Grays Harbor College may assist prospective employees with the cost of coming for an interview.
- B. Prospective employees are limited to applicants being considered for academic positions at the rank of instructor, and professional or administrative employees in supervisory positions.
- C. Grays Harbor College considers that up to 75 miles one way is a reasonable distance for job applicants to travel at their own expense for job interviews.
- D. Prospective employees travelling more than 75 miles one way for job interviews will be reimbursed for their entire round trip mileage at the approved mileage rate, or granted an allowable transportation expense, whichever is the least cost. Authorized travel expenses including transportation, subsistence, and lodging will be paid and not typically exceed in total \$500.00. All applicants seeking reimbursement under this procedure must submit original receipts for air travel, hotel and any incidentals such as parking costs.
- E. Travel Expenses Defined
 - 1. Travel expenses are defined as necessary expenses, reimbursable by law to a state employee, which have been incurred by a prospective employee in traveling to and from a designated place for an interview or merit system examination. Travel expenses authorized for this purpose shall be payable at rates prescribed by law for state employees within the standards established by these regulations.
 - 2. For subsistence and lodging, reimbursement shall be on a per diem basis or actual expense, whichever is less. For prospective employees traveling only within the state of Washington, the rate shall not exceed the current per diem rate. For prospective employees traveling from outside the state of Washington, the rate per day in the state of origin and the rate per day outside the state of origin shall be the rates established by the Office of Financial Management.
 - 3. Transportation expenses shall be authorized in an amount not to exceed the tourist round trip air fare.
 - 4. Other reimbursable expenses shall include necessary costs incurred in travel by taxicab, bus, rental vehicle or other conveyance from and to the common carrier terminal or place of abode of the prospective employee, as required for the interview or examination.

Approved by:

Dr. Edward Brewster, President

Date