

04.01.001 – Interview Reimbursement Policy		
1.0	Purpose:	To establish a standardized process for reimbursing travel expenses incurred by candidates interviewing for Faculty, Unit Professional, or Professional positions at the Director level or above.
2.0	Revision History:	Previous policy approved: 03/22/2002 Revised policy approved by Board of Trustees: 06/11/2025
3.0	Persons Affected:	Candidates interviewing for Faculty, Unit Professional, or Professional positions at the Director level or above.
4.0	Policy:	The College provides partial reimbursement for travel expenses to eligible candidates invited for interviews. Reimbursement is subject to limits determined by QCC's Human Resources (HR) Department before travel. Consult HR for current reimbursement rates.
5.0	Definitions:	<p>Faculty, Unit Professional, or Professional Positions: Roles requiring specialized knowledge or leadership responsibilities at the Director level or above.</p> <p>Partial Reimbursement: A contribution towards travel expenses as outlined in this policy.</p> <p>Vendor Hotels: Hotels with which the College has an established agreement for accommodations.</p>
6.0	Responsibilities:	<p>HR Director or Designee: Determines eligibility and communicates reimbursement terms to candidates.</p> <p>Candidates: Submit original receipts for all expenses claimed.</p> <p>College President: May authorize exceptions for senior-level positions.</p>

7.0	Procedures:	<div><div><div>1. The HR Director or Designee notifies eligible candidates of the reimbursement policy when inviting them for an interview.</div><div>2. Candidates arrange travel and keep all original receipts for expenses.</div><div>3. Upon completion of the interview, candidates submit receipts to HR for review.</div><div>4. HR verifies expenses and processes reimbursement up to the specified limits.</div><div>5. Approved reimbursements are disbursed according to the College’s financial policies.</div></div></div>
8.0	Sanctions:	Failure to comply with documentation requirements may result in denial of reimbursement. Any falsification of expense claims may lead to disqualification from the hiring process and potential legal action.
9.0	Previous Policy:	<div><div>Interview Reimbursement Policy</div><div>Process for reimbursing the expenses of candidates for Faculty, Unit Professional, or Professional positions at the Director level or above:<div><div>1. Only candidates for Faculty, Unit Professional, or Professional positions at the Director level or above shall be eligible for partial reimbursement of travel expenses to and from the College.</div><div>2. Offers of partial reimbursement shall be made only by the HR Director or Designee at the time that the candidate is invited to the college for interview.</div><div>3. Reimbursement shall be as follows:<div><div><div>a. Up to \$350.00 towards transportation expense (\$.28 per mile if using personal automobile)</div><div>b. Overnight(s) accommodation at one of the College’s vendor hotels.</div><div>c. \$50 maximum towards ground transportation (Rental car, limo, etc.)</div><div>d. Meal Allowances will be as follows during the 24 hour period in which the interview is conducted:<div><div><div>Maximum</div><div>Meal Allowance</div><div>Breakfast\$5.00</div><div>Lunch\$10.00</div><div>Supper\$18.00</div></div></div></div></div></div></div></div></div></div>