

# Applicant Travel Reimbursement Request

Mail To:

Seminole Community College  
(Indicate the Hiring Manager Name and the Department)  
100 Weldon Blvd.  
Sanford, FL 32773 –6199

Date: \_\_\_\_\_

To: \_\_\_\_\_

(SCC Hiring Manager)

From: \_\_\_\_\_

(Print Name)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interview Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

I hereby certify that **the attached original receipts** are for expenses incurred by me as necessary travel expenses in accordance with Seminole Community College’s “Travel Reimbursement for Applicants” process. Please reimburse me for the corresponding travel expenses.

\_\_\_\_\_  
Applicant’s Signature

- **Original receipts attached.**

**SEMINOLE COMMUNITY COLLEGE  
GUIDELINES FOR APPLICANT TRAVEL REIMBURSEMENT**

**Faculty Positions**

**Professional Positions (Pay Grades P30 to P35)**

**Administrative Positions (Pay Grades A40 to A50)**

**Technical Positions (Pay Grades T50-T70)**

**Section I**

**Travel reimbursement will be paid to applicants under the following circumstances:**

- ◆ *The applicant was recruited through a nationwide search, **and***
- ◆ *The applicant is interviewed for a teaching faculty position, a professional position (P30-P35), an administrative position (A40), or a technical position (T50-T70), **and***
- ◆ *When required, the applicant has participated in the telephone interview screening process, **and***
- ◆ *The applicant is traveling from a location that is **over 50 miles** from the interview location, **and***
- ◆ *The applicant is not disqualified from consideration due to improper credentials, background/conviction check information, or other misrepresentation, **and***
- ◆ *The applicant accepts the position if offered **or** the applicant is not offered a position, **and***
- ◆ *The applicant completes an “Applicant Travel Reimbursement Request” form and mails the form along with legible receipts to the Hiring Manager within 60 days of the interview.*

The college will not pay any interview expenses of an applicant who withdraws from the employment process, declines the offer of the position, or submits their request for reimbursement more than 60 days beyond the date of the interview. Tips and gratuities; bar tabs; hotel movie rentals; fax, business center, and Internet charges; personal phone calls; and similar personal expenses are not reimbursable by the College.

**Section II**

**First On-site Interview Reimbursement:**

Seminole Community College will pay 50% of the applicant’s eligible travel expenses up to a maximum reimbursement of **\$300**. Expenses eligible for reimbursement are listed below:

- ✓ Cost of applicant’s coach airfare for travel within the 48 contiguous states. Applicants traveling from outside the 48 contiguous states will be reimbursed from an appropriate point within the 48 contiguous states, as determined by the Director of Human Resources.

Cost of lodging (cost per room up to \$100 per night maximum) for the day(s) of interview and one day prior to or following interview. (The days reimbursed will not exceed one day more than the number of days the candidate is involved in interviews.) The original itemized hotel receipt must be submitted with the Travel Reimbursement Form. The College will not reimburse without an itemized hotel receipt. A copy of the credit card charge slip is not acceptable. Only the cost of the room including tax) per night will be reimbursed. Personal calls, meals, room service, loss of or damage to personal items are not reimbursable.

- ✓ Cost of a compact-size rental car.
- ✓ Tolls, fuel and mileage that are not covered by the car rental agreement. Mileage will be reimbursed at 44.5 cents per mile.

- ✓ Per diem rate for meals. The reimbursement period will be inclusive of the time of departure the day prior to the interview through the time of return on the day following the interviews. The total meal reimbursement will be based on the following:
  - a. Breakfast - \$6
  - b. Lunch - \$11
  - c. Dinner - \$19

### **Second and Subsequent On-Site Interviews:**

Travel reimbursement for second and subsequent on-site interviews will be paid to applicants in accordance with Section I guidelines. Seminole Community College will pay the applicant's eligible travel expenses up to a maximum reimbursement of \$600. Expenses eligible for reimbursement are listed below:

- ✓ 100% of applicant's coach airfare for travel within the 48 contiguous states. Applicants traveling from outside the 48 contiguous states will be reimbursed from an appropriate point within the 48 contiguous states, as determined by the Director of Human Resources.
- ✓ 50% of lodging (cost per room up to \$100 per night maximum) day(s) of interview and one day prior to or following interview. (The days reimbursed will not exceed one day more than the number of days the candidate is involved in interviews.)
- ✓ Cost of a compact-size rental car.
- ✓ Tolls, fuel and mileage not covered by the car rental agreement. Mileage will be reimbursed at 44.5 cents per mile.
- ✓ Per diem rate for meals. The reimbursement period will be inclusive of the time of departure the day prior to the interview through the time of return on the day following the interviews. The total meal reimbursement will be based on the following:
  - a. Breakfast - \$6
  - b. Lunch - \$11
  - c. Dinner - \$19

### **Section III**

#### **How to Request Reimbursement:**

All requests for reimbursement of travel expenses are required to include the original receipts and agendas directly related to the travel. Requests that do not include receipts will not be processed and will be returned.

If a traveler combines personal travel with college-paid travel, he/she is not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the College. Travel expenses should be pro-rated on the reimbursement request to reflect the actual cost of the business-related travel.

All facets of travel are to be by the most efficient and economical means. Travel reimbursement requests are audited by the Travel Section for compliance with Florida Statutes and College policies and procedures. As a result of these audits, a traveler may be paid a different amount than was requested. Additional documentation and/or justification may be required to support the reimbursement of expenses claimed.

Applicants should complete the *Applicant Travel Reimbursement Request* and mail the form along with their receipts to the hiring manager as soon as possible. Reimbursement requests must be received within 60 days of the interview date.

The hiring manager will complete a *Travel Reimbursement for Applicants Worksheet*, attach the *Applicant Travel Reimbursement Request* with the receipts, and forward to the Business Office for final action and disbursement.

HR-140

HR Action/Appl Travel Reimb Request.doc  
Rev-2-18-2008