# 1500.515 INTERVIEW EXPENSE REIMBURSEMENT

Interview and travel reimbursement must fall withing the established guidelines of [RCW 43.03.130](https://apps.leg.wa.gov/RCW/default.aspx?cite=43.03.130), does not reimburse candidates for 100% of the allowable costs incurred as a part of the interview process, with the exception of the college president.

## A. QUALIFICATIONS

If a candidate is from out-of-state and interviewing for an executive-level administrative, exempt supervisory or full-time faculty position, they may qualify for the following reimbursement of travel expenses subject to cabinet level budget authority approval, subject to the following:

### 1. There are no reimbursements for any interviews conducted virtually.

### 2. On campus interview travel expenses, up to full reimbursement, may be allowed subject to Office of Financial Management (OFM) limitations. Any travel expenses beyond the allowable $1,500 maximum requires written approval by the president or designee.

## B. INTERVIEW TRAVEL ARRANGEMENTS & REIMBURSEMENT GUIDELINES

All travel arrangements will be made by and paid for by the traveler. The traveler should save all applicable receipts, with the following guidelines:

### 1. **Airfare:** reimbursement will be made at the lowest economy class rate, excluding baggage fees.

### 2. **Lodging:** reimbursement will be made for one overnight lodging at the current government rate.

#### a. If more than one night’s lodging is required to accommodate the interview schedule, advance authorization must be obtained from cabinet level budget authority for the position for which you are interviewing.

### 3. **Privately Owned Vehicles (POV):** reimbursement for the use of a privately-owned vehicle will be made at the [OFM-established rate](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fofm.wa.gov%2Faccounting%2Fadministrative-accounting-resources%2Ftravel%2Fdiem-rate-tables%23%3A~%3Atext%3DThe%2520privately%2520owned%2520vehicle%2520mileage%2Cas%2520of%2520January%25201%252C%25202023.&data=05%7C01%7Cjessica.ruiz%40wwcc.edu%7C2c37dafadbfa41853fb208db742586c2%7Ce7d34588679e4041a6e258174c25b17e%7C0%7C0%7C638231477134015678%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vqShgLF1utEXvTuOzdWScqFP3Xxkt4%2FHNJCUbrxNa9s%3D&reserved=0).

### 4. **Per Diem (meal allowance):** reimbursement will be made for mealtimes spent in travel status for meals not provided based on the following mealtimes:

#### a. Overnight stay meal allowance:

##### i. Breakfast before 7:30 a.m.

##### ii. Lunch 11:30 a.m. and 1:30 p.m.

##### iii. Dinner after 6:30 p.m.

#### b. Non-overnight stay meal allowance:

##### i. Traveler must be in travel status for three hours beyond the regularly scheduled workday of 8:00 a.m. and 5:00 p.m.

##### ii. Traveler must be in travel status during the entire meal period(s) listed above to qualify for meal reimbursement(s).

Reimbursement for non-overnight travel meals is considered a taxable fringe benefit by the IRS.

Current daily limits can be found at: [https://www.gsa.gov/travel/plan-book/per-diem-](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gsa.gov%2Ftravel%2Fplan-book%2Fper-diem-rates&data=05%7C01%7Cjessica.ruiz%40wwcc.edu%7C2c37dafadbfa41853fb208db742586c2%7Ce7d34588679e4041a6e258174c25b17e%7C0%7C0%7C638231477134015678%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qOJJsn2wmmWj7Y7sHWMEJuoiqVX5SPiUInxvgWS2C6I%3D&reserved=0)rates

#### c. Additional costs incurred by travel by taxi, bus, rideshare, rental vehicle, etc. when traveling to and from the prospective employee’s residence, airport, temporary lodging facility, and/or the interview location may be reimbursed only with advance authorization from the president or designee.

A candidate requiring ADA accommodation at additional cost will work with the human resources office.

## C. REIMBURSEMENT GUIDELINES

### 1. The traveler will provide the human resource office with original receipts via a paper copy or email.

### 2. Once all receipts have been received by human resources, paperwork will be processed and submitted to the fiscal services office for payment to the traveler.

### 3. Advance payment of travel expenses is not allowed.

### 4. Every effort will be made to process paperwork for reimbursement in a timely manner, however there is no guarantee of processing time.

Approved by the president’s cabinet: 10/4/05, 7/2/24

Last reviewed: 7/2/24

Procedure contact: Human Resources

Related policies and procedures

 500.515 [Interview Expense Reimbursement Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.515-interview-expense-reimbursement.html)