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## EMPLOYMENT INTERVIEW EXPENSE

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### **Travel Qualifier**

To be reimbursed for personal travel expenses associated with attending a formal interview, candidates must have prior Human Resources approval and reside a minimum of 80 kilometers from the location of the interview.

### **Acceptable Expenses**

Reimbursement of personal travel expenses is limited to the most economical and expedient means of transportation as per college policy FN-01 Travel and Expenses.

- Air fare (economy rate): original receipt and/or proof of travel is required.
- Personal vehicle: reimbursement is based on the mileage amount in college policy FN-01 Travel and Expenses for return travel from the point of origin to the applicable city.
- Meal expenses: payment reimbursement is based on the amounts in college policy FN-01 Travel and Expenses.
- Hotel accommodation: reimbursements of the hotel room plus applicable taxes are eligible for payment, based on the original receipt.
- Vehicle rental: original receipt is required.
- Incidentals: taxi fare will be reimbursed based on the original receipt.

### **Expenses Not Covered**

Reimbursement of travel expenses are restricted to the interview candidate only and does not cover any additional expenses for family members.

Reimbursement for personal expenses, (including but not limited to movie rentals, personal purchases, souvenirs, etc) incurred will not be considered.