

CCS Administrative Procedure

5.30.01-N Candidate Travel Expenses

Implementing Board Policy [5.30.01](#)

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1.0 Purpose

Administrative Procedure 2.10.04-A provides the appointing authority or designee to approve reimbursement of candidate's travel-related interview expenses. This procedure covers the process for paying the travel expenses of candidates being interviewed for open positions at CCS.

2.0 Limitations and Requirements

- 2.1 The unit's appointing authority may approve reimbursement of candidate travel-related interview expenses for the following employee groups.
 - 2.1.1 Administrative employees in supervisory positions.
 - 2.1.2 Full-time faculty.
- 2.2 Appointing authorities should anticipate the need for candidate travel within a specific recruitment, estimate potential costs, and determine in advance, in coordination with their unit's budget manager, the criteria for funding candidate travel.
- 2.3 A Travel Prior Approval form must be completed and signed prior to making travel arrangements.
- 2.4 Cost reimbursement shall be a non-discriminatory manner, meaning that the reimbursement cannot be determined on the basis of a candidate's membership in a protected category.
- 2.5 Cost reimbursement must follow CCS Administrative procedures and state regulations.

3.0 Approval of Candidate Travel Expenses

- 3.1 An online Travel Prior Approval (TPA) should be created for each candidate with the following information:
 - 3.1.1 Name and address
 - 3.1.2 Position and department
 - 3.1.3 Recruitment number (to be stated in the "Purpose of Trip" section)
 - 3.1.4 Estimate of Expenses
- 3.2 The TPA must be signed by the appointing authority or designee.
- 3.3 The TPA must be signed by the candidate (to be done at the time of interview).

4.0 Allowable Expenses

- 4.1 Transportation
 - 4.1.1 Airline travel
 - 4.1.1.1 Travel by air authorized to be paid entirely by CCS must be arranged by CCS using authorized vendors and processed according to CCS travel procedures. See CCS Administrative Procedure 5.30.01-B, Travel Arrangements.

- 4.1.1.2 When only a portion of the cost is to be covered by CCS, the candidate may coordinate his/her flight arrangements and submit a receipt for reimbursement to CCS in accord with section 5.3, below. CCS will reimburse the candidate up to the authorized reimbursement amount.
- 4.1.2 Rental cars may be rented for transportation to and from the interview process. Reimbursement will be limited to our contract rate for a mid-sized car. Refuel charges, excess mileage and optional insurance will not be reimbursed.
- 4.1.3 Mileage reimbursement shall be paid per the current rate established by CCS.
- 4.2 Subsistence and lodging expenses based on the current Washington State per diem rates in effect at the time of the travel.
- 4.3 Other incidental travel expense, as appropriate.

5.0 Reimbursing the Candidate

- 5.1 The candidate will be supplied with the reimbursement portion of the TPA at the time of interview along with a Candidate Travel Expense procedure.
- 5.2 No later than ten (10) working days after returning from the trip, complete the reimbursement portion of the TPA.
 - 5.2.1 Change the estimated cost to the actual cost incurred.
 - 5.2.2 Record the actual business travel status dates and times of departure from and return to Spokane.
- 5.3 Receipts for actual travel expenses must be attached to the TPA, such as:
 - 5.3.1 Lodging receipts.
 - 5.3.2 Transportation receipts – airline, rental car, taxi or limousine, bridge and ferry tolls, fuel for rental cars and parking fees.
 - 5.3.3 Meal receipts (if not claiming per diem).
 - 5.3.4 Other incidental travel expenses, as appropriate.
- 5.4 Candidate must sign TPA and return to CCS search committee chair or designated employee.
- 5.5 The appointing authority or designee must sign and approve the TPA.
- 5.6 A reimbursement check for allowable expenses will be generated and sent to the address supplied by the candidate.

6.0 Related Information

- 6.1 CCS Administrative Procedures [2.10.04-A](#) – Personnel Selection, [5.30.01-B](#) - Travel Arrangements, and [5.30.01-G](#) - Travel Reimbursement.
- 6.2 OFM State Administrative & Accounting Manual (SAAM) [Chapter 10](#) – Travel.
- 6.3 OFM SAAM [Section 70.20](#) – Prospective Employee Interview Expenses
- 6.4 OFM SAAM [Section 85.32](#) – Goods & Services Expenditures