CCS Administrative Procedure
5.30.01-N Candidate Travel Expenses

Implementing Board Policy 5.30.01
Contact: Manager of Employee Compensation, Travel & A/P, 434-5285

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.


6.3 OFM SAAM Section 70.20 – Prospective Employee Interview Expenses

6.4 OFM SAAM Section 85.32 – Goods & Services Expenditures