

PIEDMONT VIRGINIA COMMUNITY COLLEGE

CANDIDATE INTERVIEW EXPENSES

1. GENERAL

PVCC seeks to secure the best possible candidates for position openings at the College. For this reason, the College recruits in national, regional, and local job markets, as appropriate to the level of the position. When recruiting extends beyond the local commuting area, reimbursement of reasonable and customary travel expenses for candidates who are invited to the PVCC campus for an interview is authorized, subject to the following policies and limitations.

Reimbursement is limited to candidates for eligible full-time positions who reside outside of the local commuting area. For purposes of this policy, the local commuting area is defined as the College's Service Region.

All reimbursements are subject to the limitations of State Travel Regulations, and may not exceed the limitations in effect at the time of the interview.

2. ELIGIBLE POSITIONS

- President, Vice President, Executive Staff Members:

All usual and customary travel expenses may be reimbursed. These include common carrier fares, personal vehicle mileage, lodging, and meals.

- Administrative and Professional Faculty, Instructional Faculty, Classified Staff Pay Band 4 and Above:

All usual and customary travel expenses may be reimbursed, not to exceed a limit of \$500 per candidate. The \$500 limit includes expenses paid directly by the College.

- All Other Positions:

Reimbursement is not authorized.

3. PROCEDURES

Recruiting departments should work with candidates to minimize reimbursable costs. When it is cost advantageous for the College to make arrangements and direct pay expenses, that method should be followed.

Eligible candidates who incur travel expenses should prepare a State Travel Reimbursement Voucher which will be processed through the recruiting department, with all expenses charged to the department budget.

VPFAS Reviewed 01/10/07