

Piedmont Virginia Community College

Section II – General Administrative Policies

II – 2.0 Candidate Interview and Relocation Expenses & Reimbursement

Effective Date: January 2007

Last Revised: April 2026

Responsible Dept.: Vice President of Finance and Administrative Services

1. Purpose

This policy establishes clear parameters for:

- a) reimbursing job candidates for travel expenses incurred to attend in-person interviews, and
- b) reimbursing new hires for relocation expenses.

2. Policy Statement

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 Virginia state travel regulations and may not exceed the limitations in effect at the time of the interview.

If selected candidate turns down the job offer, the college will not reimburse any interview travel expenses.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

3. Definitions

N/A

4. Applicability

This policy applies to all PVCC departments.

5. Responsibilities

The Business Office is responsible for the implementation of this policy.

6. Procedures for Implementation

6.1 Eligible Positions for Candidate Travel Reimbursement

Vice Presidents and Deans: All usual and customary travel expenses may be reimbursed, not to exceed \$750 per candidate. These expenses 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 \$500 per candidate. The \$500 limit includes expenses paid directly by the College.

All Other Positions: Reimbursement will be at the discretion of the College President.

6.2 Procedures for Candidate Reimbursement

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 submit all travel information and receipts to the interviewing manager. Receipts should reflect zero balances. The manager will submit the expense to VCCS using Chrome River. Please contact the PVCC Director of Financial Services for the appropriate code on which to charge the expenses.

6.3 Moving and Relocation Expenses for New Hires

Moving and relocation expenses follow the policies and procedures of the [Virginia Department of Accounts, Policy Topic # 20345](#).

Eligible employees include the Vice Presidents, Deans, and President's Staff. Reimbursement for other positions will be at the discretion of the College President.

To be eligible for reimbursement, the employees' relocation must meet all three of the

following conditions:

- a) Relocation must be at the request of the employing agency and for the good of the Commonwealth as determined by the college president.
- b) The distance between the employee's new work location and former residence must be at least fifty (50) miles greater than the distance between the employee's old work location and the former residence (the employee's commuting distance must have increased by at least fifty (50) miles one way).
- c) The employee must satisfactorily maintain employment on a regular, full-time basis in State service for at least one year, commencing on the date that the employee starts work on a regular basis at the new location.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A