

Fullerton College
Applicant Travel Reimbursement Procedure

Applicants who travel from outside a 150 mile radius of the District are eligible to be reimbursed for their travel expenses according to the “Job Applicant Reimbursement Procedures” approved by Chancellor’s Staff in February 2001.

The procedure on how to reimburse applicants for their travel expenses is outlined below:

- When scheduling the interview appointment for eligible applicants, advise them of the policy for reimbursement by forwarding the procedures and W-9 form with the interview confirmation communication.
- Subsequent to the interview, applicants are to send the Hiring Committee Chair a written request for reimbursement which should include:
 - Written request
 - Completed W-9 Form
 - Original receipts
- The Hiring Committee Chair is to prepare a Travel Reimbursement memo (memo template is included with this procedure) and route it for signature. It is suggested that the requestor keep a copy of all material sent to the President for approval.
- The President grants final campus approval of the travel reimbursement.
- The approved memo and documentation is then routed to the Personnel Services Specialist, who prepares an RQ in Banner. Applicant travel is charged to: 18000-5225-52420-6760.
- The documentation is then sent to District Human Resources for processing.



Fullerton College

MEMORANDUM

TO: Fullerton College President

DATE:

SUBJECT: APPLICANT TRAVEL REIMBURSEMENT

Please authorize reimbursement in the amount of \$ _____

for travel expenses incurred by _____

while interviewing for the position of _____

on _____

Original receipts, applicant's written request and completed W-9 are attached.

Committee Chair

Vice President

President

Please mail check to: _____

Attachments