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4036P - Recruitment Travel Expense Reimbursement Procedure

In an effort to ensure a diverse pool of candidates are able to participate in the interview process for vacancies at the College, the College will reimburse candidates for travel expenses for full-time positions. In addition, the President may, prior to the beginning of the search process, approve reimbursement for travel expenses for other positions.

1. Telephone interviews, or other electronic media, should be utilized prior to campus interviews to reduce the size of the pool to a reasonable number of candidates (no more than three) for interview.
2. Reimbursement may be provided to candidates who travel in excess of 150 miles (one-way) to participate in the interview.
3. Maximum reimbursement per candidate - \$500. The President may increase the maximum reimbursement per candidate rate for positions as deemed necessary.
4. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the candidate as a result of the travel will be in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations. The Commissioner's Plan is available at the following link: <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>.
5. In order to seek reimbursement, non-state employee candidates need to complete the online self-registration process to become a contractor/vendor. Once the College receives the Vendor Registration and completed W9 from the candidate, the reimbursement process is able to continue. State employee candidates will be reimbursed through the employee expense reimbursement process.
6. Minnesota Statute 16.A41 Subd. 1 prohibits Northland Community and Technical College from making payments directly to third parties such as airlines or hotels on behalf of job applicants. Therefore, the College may not pay a travel agency, airline, hotel, restaurant, or state employee directly for expenses incurred by or on behalf of the candidate. Search committee members should not pay expenses on behalf of the candidate; reimbursement cannot be made to a state employee for expenses incurred by others.
7. To be reimbursed for job applicant expenses, the candidate must complete a "Non-State Employee Reimbursement Form." Original receipts are required to support the claim and should be attached to the "Non-State Employee Reimbursement Form." This includes hotel, airfare, rental car, taxi, telephone, etc. The original airline ticket and boarding pass are required. Reimbursements are limited to actual costs incurred. Reimbursement for alcoholic beverages is prohibited.
8. The candidate must return the completed "Non-State Employee Reimbursement Form" along with all receipts to the Director of Human Resources. The Director of Human Resources approves the form and forwards it to Business Office for processing. The appropriate ISRS object code for job applicant expenses is 2450.
9. The College may reimburse authorized candidate expenses regardless of whether the candidate is offered or accepts the position.

Date of Implementation: 4/30/2020
Subject & Date of Revisions: 3/20/24 minor edits made