



Candidate Reimbursement Guidelines

Office of Human Resources

Candidate Travel

Candidate Reimbursement

At Allegheny College we value the time and effort each candidate invests in the interview process. Following these guidelines will ensure candidates are reimbursed for all allowable expenses.

Allegheny College will pay reasonable expenses for qualified candidates to visit the College to meet with the search committee and other individuals. These guidelines have been developed to ensure that search committees, administrative staff supporting the search committees, and all other personnel responsible for requesting, processing and approving travel requests understand the steps to request approval for travel.

Allowable Expenses

<p>Airline/Bus/Train Ticket</p>	<p>Coach travel only. Upgrades are at the candidate’s personal expense and are not reimbursable. Airfare travel expenses are to be authorized in an amount not to exceed the coach class round trip airfare.</p> <p>Cost of roundtrip airfare from home city to Meadville (Erie, Pittsburgh, Cleveland Airports) and back to home city.</p> <p>Utilize discount fares whenever possible and practical, comparison shopping is encouraged. Economy class seating on air travel. Allegheny Travel Discounts</p> <p>Include one original copy of ticket and airline itinerary/receipt with expense report.</p>
<p>Car Rental and Fuel</p>	<p>Only economy size vehicles, at the lowest reasonable price point is permitted.</p> <p>Original itemized receipt must accompany the expense report</p> <p>Mileage can not be claimed when renting a vehicle.</p> <p>Allegheny College is not permitted to rent cars for others' use.</p>

Taxi/Shuttles/Uber/Lift	<p>Utilize free or discounted airport/hotel shuttle services.</p> <p>Original itemized receipt must accompany the expense report.</p>
Mileage	<p>Personal vehicles only.</p> <p>List total miles on reimbursement form.</p> <p>Mapquest or Google Maps route printouts of exact addresses (point A to point B) need to be included in the expense report.</p> <p>Reimbursed at the current IRS mileage rate.</p> <p>Mileage reimbursement is limited to miles associated with travel to and from the interview only.</p>
Parking and Tolls	<p>Original itemized receipt must accompany the expense report.</p>
Accommodations	<p>Standard rooms only at the best available price/location.</p> <p>1-night stay, unless approved by the department ahead of time.</p> <p>All lodging incurred during extended stays that are not pre-approved, will be at the candidate's personal expense and not reimbursable.</p> <p>Original itemized receipt must accompany the expense report.</p>
Meals	<p>Reimbursement amounts for meals up to \$59 per day, including gratuities up to 20%.</p> <p>Meals may be charged to a hotel room and must fall into the same cost requirements.</p> <p>Alcohol is not reimbursable.</p> <p>Original itemized receipt must accompany the expense report</p>

Candidates are responsible for making their own travel arrangements.

Non-allowable Expenses

- Upgraded rental vehicles
- Upgraded airline tickets
- Early bird check in
- Travel insurance
- Non-mandatory seat selection
- Fees for more than one checked bag
- TSA pre-check or similar fees
- Personal incidentals
- In-flight meals
- Travel cancellation fees
- Traffic and parking fines
- Travel expenses for other individuals accompanying the candidate

Submission Process

Candidates should submit the [Candidate Travel Expense Form](#) along with all itemized receipts within 15 days of the interview to the hiring manager of the position. The hiring manager will review the expense report and accompanying receipts prior to submitting to the Office of Human Resources for processing.

Approval and Payment

Reimbursements will be reviewed and approved by the Office of Human Resources. Accounts Payable will process the reimbursement within 30 days of submission. Any expenses that do not fall within the travel guidelines and requirements will not be reimbursed.