Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 3-11   Effective: 06/16/03

Revision No.:   Review Date: xx/xx/xx

Interview Expense Reimbursement

OVERVIEW: This policy identifies appropriate procedures for interview expense reimbursement and eligibility for reimbursement.

SCOPE: This policy applies to hiring supervisors seeking interview expense reimbursement for their applicants and to those positions eligible for interview expense reimbursement.

PROVISIONS:

1. **Approval.** All requests to reimburse applicants for reasonable expenses for travel, lodging and meals associated with participation in the interview process must be approved by the Administrating Official.
   a. Only the Administrating Official will determine if reimbursement for interview expenses is in the best interest of the County.

2. **Submitting a Request for Reimbursement.** A request for approval for reimbursement of interview expenses must be made in writing to the Administrating Official prior to the applicant participating in the interview process (Appendix C).
   a. A written estimate of the anticipated interview expenses shall accompany the written request for approval.
   b. Only expenses incurred by the applicant will be eligible for reimbursement.
   c. Expenses incurred by the applicants' family member(s) will not be subject to reimbursement.

3. **Eligible Positions.** Only applicants for the following positions may be reimbursed for interview expenses:
   a. Executive services positions;
   b. Managerial positions; and
   c. Positions for which the County is experiencing difficulty in recruiting.

4. **Reimbursement Expenses/Restrictions.** All reimbursement rates shall be in accordance with Section 112.061, Florida Statutes.
   a. Meals. Reimbursement will be limited to and will be paid in accordance with the limits and restrictions outlined in Florida Statutes.
   b. Lodging. Actual expenses for single occupancy lodging will be reimbursed upon submission of receipt(s), not to exceed $100.00 per night.
       i. In extenuating circumstances, the Administrating Official may approve payment in excess of $100.00 per night.

1. Expenses for lodging will be reimbursed for applicants traveling 400 miles or more roundtrip who are required to participate in a one-day interview.
2. There will be no minimum mileage requirement for applicants who are required to participate in multiple day interviews.
3. Reimbursement will be limited to no more than three night's stay for each step of the interview process.

c. Transportation. The County will reimburse the expenses associated with the most economical method of travel.
   i. Generally, driving and reimbursement for mileage is considered the most economical method of travel within a 450-mile radius.
   ii. Travel must be by the most direct route from the applicant's place of residence to the Alachua County area by the following conveyances:
      1. Personal car. Reimbursement will be paid in accordance with Section 112.061, Florida Statutes.
         a. Receipts will be required for reimbursement of tolls or parking charges.
         b. The number of days of en route subsistence will be based upon a minimum of 400 miles of travel per day.
      2. Rental car. If a personal car is not used, reimbursement will be made for renting a mid-size car.
         a. The rental period will include the time spent in travel directly from the applicant's home, to the Alachua County area, for travel to return home and for use of the car by applicant while required to be in the Alachua County area for the interview.
         b. A receipt will be required for reimbursement.
      3. Commercial Airline, Train or Bus. Reimbursement will be for the cost of round trip coach fares on these forms of transportation.
         a. A receipt will be required for reimbursement.

_____   _____
County Manager   County Attorney