Kirkwood
COMMUNITY COLLEGE

College Procedure: 404.17 – Interview Expenses

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	03/05/2012
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to outline the guidelines regarding travel and interview related expenditures to ensure College funds are expended appropriately. This procedure will describe the documentation needed for reimbursement and outline the approval process. The procedure applies to full-time faculty and administrator-level interviewees traveling beyond a 120-mile radius of Cedar Rapids.

The Procedure

Filler General

- If approved by the hiring Department Head, each interviewee is eligible for up to $400 in total expenses for each position opening in which he/she interviews. This is per position opening, not per interview trip.
- Candidates for key faculty and administrative positions requiring reimbursement in excess of $400 will require the Cabinet member's approval before expenses are incurred. Total expenses shall not exceed $2,000 for each candidate.
- Interview related expenditures submitted for reimbursement should have a specified interview purpose.
- Interviewee will use his/her own funds for expenditures and request subsequent reimbursement.
- This procedure includes only interviewees for full time faculty and administrator-level position openings. Non-administrator level position openings must have Cabinet level approval.
- Interviewees must submit appropriate documentation within 30 days of travel date or date of interview related expense occurrence.

Kirkwood
COMMUNITY COLLEGE

Hiring Department

- Reimbursement for any interview related expenses incurred from an interviewee coming from within a 120-mile radius of Cedar Rapids must have prior approval from the hiring department's Cabinet member.
- The Department Head or specified designee will review and approve all interview related expenditures that fall within the guidelines of this procedure.
- The department will fill out a Payment Request Form with attached approved receipts and submit to Accounts Payable.
- Individual departments may require additional approvals as necessary. The hiring department will be responsible for the costs associated with the interviewee's reimbursement.

Mileage

The distance eligible for reimbursement is limited to the distance from the interviewee's primary residence to the interview location. The mileage reimbursement rate is consistent with the Privately Owned Vehicle Mileage Reimbursement Rate of the U.S. General Services Administration.

Meals

Meal expenditures while traveling should be reasonable without incurring undue cost to Kirkwood. The following guidelines should be followed to avoid possible disqualification of expenditures:

- A detailed receipt of items purchased is required, summary total receipts are not acceptable. Detailed receipts are required to ensure purchases are reasonable, allowable and in compliance with state and federal law.
- Tips are reimbursed when appropriate. The amount cannot exceed 20%.
- Alcohol is not a qualified expenditure.

Lodging

Lodging should be safe, reasonable accommodations without incurring undue cost to Kirkwood. The following guidelines should be followed to avoid possible disqualification (nonpayment) of expenditures:

- The Hotel at Kirkwood Center is the preferred site for overnight lodging. When making lodging arrangements with The Hotel, identify the guest as 'lodging at the request of the College' to receive the "employee rate". If The Hotel is unable to fulfill the lodging request, another appropriate and reasonable site will be determined.

- A detailed receipt of lodging expenses is required; summary total receipts are not acceptable. Detailed receipts are required to ensure purchases are reasonable, allowable and in compliance with state and federal law.
- Lodging expenditures are based on actual receipts and should be reasonable in nature. Qualified expenditures are limited to a single room rate (if accompanied by a guest, any incremental cost is not a qualified expenditure). Reasonable accommodations include the consideration of comfort, convenience, business needs and economical value.
- The Cabinet member must approve any lodging expenditures outside of room charges and allowable meal costs.

References

TRAVEL AND BUSINESS EXPENSE PROCEDURE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/05/2012	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	07/17/2019	Cabinet	Procedure template
4	09/30/2026	Wes Fowler, Vice President of Human Resources	Updated Form and finance to procedure