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WEST HILLS COMMUNITY COLLEGE

FINANCE

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INTERVIEW REIMBURSEMENT EXPENSE

It is the purpose of this policy to establish financial supervision and control of expenses related to those applicants for full time administrative, certificated, or management positions who respond to advertising for open positions in the District. The Board recognizes that individuals may be required to incur significant expense for travel to and from the District for said interviews. Expenses will only be covered for a second interview. The Chancellor may, if necessary, grant reimbursement if circumstances exist that he/she deems appropriate for such reimbursement.

Interview expenses may be reimbursed up to a maximum of \$1,000 under the following conditions:

1. Lodging
2. Air fare/car rental
3. Mileage at District rate if driving to interview

Non-covered expenses will include car rental. This will only be covered if needed due to flying.

Board approval date: 10/28/97