



## Red Rocks Community College Procedure

---

---

**Category:** Personnel

**Title:** Transportation Costs for Employee Interviews

**Number:** RRPR 3-13

**Approved:** April 2, 2007

**Effective:** April 2, 2007

**Revised:** February 1, 2007

---

---

**Reference:** SP 8-61b – Travel Policy

<http://www.cccs.edu/Docs/SBCCOE/Policies/SP/Web/SP8-61b.htm>

State Fiscal Rule 5-1 - Travel

<http://www.colorado.gov/dpa/dfp/sco/FiscalRules/8-1-05/Chapter%205.pdf>

**Purpose:** To provide guidelines for reimbursement of travel expenses for newly hired employees of Red Rocks Community College

**Scope:**

---

---

**Attachment:** Travel Expense Reimbursement Form

<http://www.cccs.edu/Docs/AdminFin/Travel.xls>

**Definitions:**

---

---

Employment candidates who incur travel, rental car, lodging and/or meal expenses for interviewing and are subsequently employed by Red Rocks Community College may be eligible to receive expense reimbursement of up to \$500.00. Candidates are responsible for purchasing their own airline, train or bus ticket and paying for rental car, lodging and meal expenses. Those who travel by personal vehicle may also be eligible for reimbursement of expenses.

Upon the first day of employment, reimbursement may be requested by completing a Travel Expense Reimbursement Form and attaching a copy of the appropriate ticket, lodging bill, charge slips or other documents showing payment of the expenses. Personal vehicle reimbursement is made according to State fiscal rules for miles traveled. Meals are reimbursed based on State fiscal per diem rules.

Reimbursement for transportation costs must be approved by the applicable President's Cabinet member prior to submitting travel expense documents for processing. Exceptions to this procedure must be pre-approved by the College President.