

## HUMAN RESOURCES

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| <b>Subject</b>                             | <b>CANDIDATE INTERVIEW EXPENSES</b><br><br>(formerly titled "Interview Expenses Guidelines For Reimbursement-Candidate Expenses") |
| <b>Procedure Section</b>                   | Recruitment and Selection   |
| <b>No.</b>                                 | 2.02b   |
| <b>Exempt Employment Policy References</b> | Not   |

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|---------------------------|---|
|                           | EMPLOYEE: myOkanagan > Employee > OC Express - Forms > Finance > Expense Claim<br><br>NON-EMPLOYEE:<br><a href="http://www.okanagan.bc.ca/Campus_and_Community/employees/Human_Resources/HR_Procedures.html">http://www.okanagan.bc.ca/Campus_and_Community/employees/Human_Resources/HR_Procedures.html</a> > 2 Recruitment and Selection > Form: Expense Reimbursement Form (non-employees) |
| <b>Status of Approval</b> | Approved      Jan 4, 2017      Denise Fallis  |

**PREAMBLE:**

Okanagan College will reimburse candidates for reasonable interview expenses that fall within the following parameters. These expenses are paid from a central budget managed by the Human Resources Division.

**PROCEDURE:**

External candidates can submit expense claims to be reimbursed for the following expenses (items 1 – 4):

1. The lesser of:
  - mileage, meals and, if required, a hotel stay or
  - the equivalent of standard return economy airfare (excluding any special "sale" rates), meals, and, if required, a hotel stay.

Okanagan College reimburses mileage at \$0.47/km.

2. Expenses for parking fees, transportation between home, airports, hotel and the campus where the interview is held. Transportation costs are for mileage for the use of the candidate's car or for the costs of a taxi, airfare (as noted in #1 above), ferry or bus. Transportation costs will not normally include the cost of a car rental. However, in special circumstances and with the prior approval of Human Resources, the rental of a car (plus gas costs) may be permitted.

3. One night's single occupancy accommodation

- Accommodation in excess of one night may be reimbursed if it allows for reduced airfare or if air connections cannot be made.

4. Meal expenses for the

