

TRAVEL REIMBURSEMENT FOR EMPLOYMENT INTERVIEW

Polk State College thanks you for taking the time to come for an interview. After the selection process has been completed, the college will reimburse your travel expenses as follows:

- A. If a job offer is extended and **you refuse it**, we will reimburse 50% of your allowable expenses.
 - B. If a job offer is extended and **you accept it**, we will reimburse 100% of your allowable expenses.
 - C. If a job offer is **not made to you**, we will reimburse 100% of your allowable expenses.
1. All payments will be made on a reimbursement basis after the search is completed.
 2. Airline fare and rental car will be reimbursed at economy class rates.
 3. Copy of airline tickets, rental car receipt, parking fees, and tolls must be attached.
 4. Copy of motel bill at single rate must be attached if reservations are not made by the College. (One night's stay only - no phone or bar bills).
 5. Surface transportation within the state of Florida to the place of interview – reimbursement to be at the rate of .44 1/2 /mile, using the official State of Florida Map as the source for mileage information.
 6. Surface transportation from outside the state of Florida to the place of interview – reimbursement to be at the lesser of .44 1/2 /mile or estimated regular economy airfare plus, rental car, parking and misc. mileage.

Auto and Airfare Expenses:

<u>Date</u>	<u>To City or Location</u>	<u>Miles Traveled</u>	<u>Amount</u>
_____	_____	_____	X .445/mile _____
_____	_____	_____	X .445/mile _____
Rental Car: _____ Tolls and Parking: _____ Total Auto Expense: _____			Airfare: _____
			Total _____

Meal Expenses:

<u>Date:</u>	<u>Cost:</u>		
_____ Breakfast (\$6)	_____	Meals:	_____
_____ Lunch (\$11)	_____	Motel:	_____
_____ Dinner (\$19)	_____	Total Expenses:	_____

Print Applicant Name / Social Security Number

Applicant Signature / Date

Applicant Address