



## TRAVEL STIPEND PROCEDURE Faculty & Management Position Recruitments

Candidates traveling GREATER than 200 miles (one-way) to attend an interview may be reimbursed as follows:

FROM (home address as submitted on application)	MAXIMUM REIMBURSEMENT (Airfare <u>only</u> or mileage if driving personal automobile in lieu of flying-refer to specific mileage limits below)
200 to 400 Miles	\$200.00
401 to 800 Miles	\$400.00
Miles in Excess of 800	\$500.00

Requests **must** be submitted within four (4) business weeks from the date of travel. Requests for travel reimbursement (airfare or mileage reimbursement for traveling by personal automobile) to and from an interview will be accepted after a candidate **completes** their interview and submits original receipts. If a candidate drives a personal automobile to an interview, the mileage reimbursement will be provided at the current District mileage rate as per IRS Standard Mileage Rates (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

Travel reimbursement will be paid as follows: Airfare from the home address (as submitted on application) to San Diego, CA and return in line with the rates indicated above. If driving, in lieu of flying, the District's current per-mile rate will be reimbursed for a minimum of 200 miles and a maximum of 500 miles one-way (from the home address), up to the maximum allowable amount for their area. If multiple interviews are scheduled within a 24-hour time frame, it will be treated as one (1) travel reimbursement request. **No other expenses (i.e., taxi/rental car/lodging /food/etc.) will be reimbursed.** Note: If the candidate has more than one address, the address closest to San Diego, CA will be used to calculate the travel cost. Mileage to and from airport will not be reimbursed.

Candidates who are selected for a **second** interview by the Screening Committee would be reimbursed at the same rate as their first interview, i.e., up to a maximum allowable amount for their area.

**HOW TO REQUEST A REIMBURSEMENT:** Please complete a request that includes the following: Name, Address, Date of Interview, Position title & Campus location of the position you interviewed for, **Social Security Number** (which is required by our Finance and Business Services Division), and an itemized copy of your airline receipt. Note: If you purchased a travel package and your receipt includes airfare and other non-airfare charges (e.g., lodging/rental car), the amounts must be clearly itemized on the receipt. If you are requesting a mileage reimbursement, please include a map (specifying the one-way mileage) from MapQuest, Google Maps, etc.



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## TRAVEL STIPEND REIMBURSEMENT REQUEST Faculty & Management Position Recruitments

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200 to 400 Miles	\$200.00
401 to 800 Miles	\$400.00
Miles in Excess of 800	\$500.00

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_

POSITION INTERVIEWED FOR: \_\_\_\_\_

CAMPUS LOCATION: \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Required Attachments:

Itemized Airline Receipts	OR	Map for Mileage Reimbursement
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**Mail your request to:** Attn: Travel Stipend Request, SDCCD PC&TS-Employment Office, 3375 Camino del Rio South, Suite 330, San Diego, CA 92108-3883. Please allow approximately 3-4 business weeks to receive your reimbursement.

You may check on the status of your reimbursement by email at [jobs@sdccd.edu](mailto:jobs@sdccd.edu) or call us at (619) 388-6579. Our office hours are: Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific Time).