

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.3.2
Related Policy: 3.1.3
Title: Travel Reimbursement Guidelines for the Interview Process
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 02-09-2000
Last Cabinet Review: 01-04-2016
Last Revision: 01-04-2016

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Purpose

These procedures apply to the travel reimbursement guidelines for candidates who have been selected to be interviewed for a position at the College. The guidelines will provide for consistent, fair and equitable treatment of all candidates being interviewed while reimbursing for travel expenses economically and in accordance with state and College procedures.

Human Resources will be responsible for informing candidates of the procedures stated below.

Faculty, administrative, and selected professional/technical candidates, selected by the Screening Committee (as approved by the supervising Vice President) to be interviewed for a position, may be reimbursed for normal travel expenses. The candidate will be responsible for scheduling travel arrangements and reimbursement will be made for the most economical mode of transportation. In addition, the candidate must make the travel arrangements with all economic considerations. All other travel expenses will be reimbursed in accordance with State and College guidelines. The Screening Committees are encouraged to utilize available technologies (i.e., conference calls) where possible to reduce travel cost.

The Human Resources Department will coordinate other aspects of the interview process (date, time, etc.) for the selected candidate.

The candidate will be reimbursed travel expenses upon submitting the acceptance letter to the College. However, if the College makes a job offer and the candidate declines, the College will not reimburse travel expenses unless the supervising Vice President determines extenuating circumstances exist.