



Staff Recruitment Travel Reimbursement Procedure

Purpose:

The purpose of this procedure is to outline the staff recruitment travel reimbursement process.

Procedure:

1. Hiring Authority requests travel funding for a vacant staff posting (before candidate interviews) to the Director, Compensation and Employment.
2. If funding is approved, the department pays for the recruitment expenses and if necessary reimburses the candidate (ERT –Form: Expense Travel/Reimbursement).
3. The department completes a Budget Transfer Form.
4. The Budget Transfer Form is submitted (along with copies of expenses) to the Director, Compensation and Employment.
5. Budget Transfer Form is approved by the Director, Compensation and Employment then forwarded to General Accounting.