



**CANDIDATE ON-CAMPUS
EXIT INTERVIEW**

RETURN ALL COMPLETED DOCUMENTS TO:

Recruitment and Employment Office
Human Resources Department
Heldenfels Administration Bldg., Room 101
101 Baldwin Blvd. Corpus Christi, Texas 78404
(361) 698-1106 OR (361) 698-2178

For All Candidates completing an on-campus interview, please complete and turn in to Human Resources Office:

1. **Candidate On-Campus Exit Interview (PER 098)**
2. **Statement of Travel Expenses (FIN 004) (Please remember to attach receipts)**
3. **Summary of Travel and Reimbursement Policies (Attached)**

For any questions regarding the completion of these forms, please contact the Human Resources Office at (361) 698-1106.

On-Campus Job Interviews Requiring Travel: Del Mar College may reimburse any candidate invited for an on-campus job interview requiring travel and/or overnight stay in Corpus Christi for the following:

Round trip coach air fare or auto mileage at the College-approved reimbursement rate not to exceed the cost of round trip coach air fare. (Candidate will make personal flight arrangements.)

Hotel accommodation -- Room and tax only. (Candidate will make arrangements.)

Transportation to and from airport -- Taxi and/or limousine service.

Meals -- Reasonable cost, not to include room service (see schedule below).

Del Mar College will not reimburse for alcoholic beverages, personal telephone calls, laundry or dry cleaning, car rental, or any other expenditures which are not mentioned above, unless approved in advance by the Del Mar College President.

If a candidate is offered the position for which he is being interviewed **but declines the position**, the College **will not make any reimbursement** for expenditures connected with the on-campus interview.

The intent of the College's transportation policy is to minimize travel costs through the use of available lower fares, discounts, and other options, while not significantly inconveniencing the traveler.

Airline Travel:

Travelers are requested to make reservations in advance whenever possible to take advantage of airline discounts.

All travel will be coach class tickets.

The passenger receipt included with the airline ticket must be submitted for expense reimbursement.

Travel should only be by air on trips requiring more than one day by automobile; if an automobile is used, reimbursement for mileage is not to exceed the average cost of common carrier/coach class.

Travel By Personal Vehicle:

Reimbursement for use of personal automobiles shall be limited to actual mileage to and from the candidate's location. The mileage reimbursement rate is the current maximum rate allowed by the IRS and approved by the college (**\$.505 per mile**).

Additional days of automobile travel over and above time normally required by air will not be reimbursed. Expenses incurred during additional days of travel by automobile will not be reimbursed.

Automobile Rentals:

Automobiles may be rented for local use only when local public transportation and taxis in the Corpus Christi commuting area are impractical, more expensive, etc.

Reimbursement is not to exceed average cost of an economy car. Reimbursement is limited to one night unless college scheduling of the interview requires a two night stay.

Reimbursable items include the actual cost of the rental, tolls, and gasoline purchases for use of rental from airport to hotel upon arrival, hotel to college and return (if overnight stay required), and from hotel to airport for departure.

Receipts for all expenses are required.

Taxi and Car Service: Taxi and car service used for travel to and from airports or within- town locations are reimbursable expenditures. The amount of reimbursement is equal to the actual fare, tolls, "extra" charge for luggage, passengers, and the like. Taxis and car services used for travel to and from local airports are reimbursable when they are a cost-effective means of transportation. Receipt(s) are required.

Hotel Accommodations: Hotel expense will be reimbursed at the single rate. Moderate class hotels provide the best value and their usage is preferable unless there is no moderate class hotel in the city or unless the particular location of the hotel is not cost beneficial, i.e., save on the hotel but spend more on transportation. An itemized receipt must be attached to the Statement of Travel Expense Report.

Meals and Incidentals: The College's reimbursement for meals is based on the Federal government's average per diem meals and incidental expense rate for cities throughout the United States. Meal allowance will be provided as follows:

| | |
|-------------|---------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$26.00 |
| Incidentals | \$ 3.00 |
| Total | \$54.00 |

Breakfast - if the employee departs before 6:00 a.m.
Lunch - if the employee is away from the College after 1:00 p.m.
Dinner - if the employee is away after 6:00 p.m.
Employees may charge the "incidentals" portion of the per diem allowance for each overnight stay they are out of town traveling on business.

Per diem may not be claimed if meals are included with the conference/meeting fees.

Non-Reimbursable Expenses: The following types of expenses are non-reimbursable under any circumstances and are not intended to be inclusive.

Liquor bills (other non-alcoholic similar beverages are reimbursable if itemized on bar bill).

Personal or extra-cost services, such as barber, beautician, manicurist, shoeshine, and massage.

Special room services, such as in-room movies.

Additional charges for room upgrades, poolside rooms, or special floors (except for those requiring special accommodations for a handicap).

Clothing, regardless of circumstances.

College and University alumni dues.

Individual membership dues except as approved by the President when the College can receive benefits of membership only through individual membership.

Credit card fees.

House sitting.

Parking tickets and traffic fines.

Pet boarding charges.

Toiletries.