

Travel for Interview and/or Moving Expenses Policy

Purpose: To ensure a consistent practice for payment associated with travel for interview and moving expenses.

Policy: The College will not pay to bring an applicant to Vancouver for interview or for moving expenses of a new appointee to any position in the College, without the prior approval of the President or delegate.

Applies to: All selection committee members.

Procedures:

TRAVEL FOR INTERVIEW:

- ◆ Where the President or delegate approves payment of expenses for a candidate to travel to Vancouver for an interview, costs associated with such travel will be confirmed in advance of approval and payment made upon submission of receipts. The President or delegate may approve a fixed amount which is lower than the actual cost.

MOVING EXPENSES:

- ◆ Where the President or delegate approves payment of expenses for relocation of a new appointee to the College, costs associated with such relocation will be confirmed in advance and payment made upon submission of receipts. The President or delegate may approve a fixed amount which is lower than the actual cost.

Replaces: Employees Moving Expenses, Policy #4.1.4.1

1. Policy Sponsor: Director, Personnel Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: