



San Diego Community College District
TRAVEL STIPEND POLICY
 Academic | Selected Classified Management Position Recruitments

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

<i>FROM</i> <i>(home address as submitted on application)</i>	<i>MAXIMUM REIMBURSEMENT</i> <i>(Airfare <u>only</u> or mileage if driving personal automobile in lieu of flying- see specific mileage limits below)</i>
Within California without lodging	\$200.00
Western United States (including Oregon, Washington, Idaho, Nevada, Utah, and Arizona) without lodging	\$400.00
All Other States without lodging	\$500.00

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** his/her interview and submits **original** receipts. Please see details in the following paragraph. If a candidate drives a personal automobile to an interview, the mileage reimbursement will be provided at the current District mileage rate which is presently **\$0.535** per mile (effective 1/1/2017).

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. **No other expenses (i.e., taxi/rental car/accommodations/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.

Candidates who are selected for a **second** interview by the Search 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 prepare a request that includes the following ~ Name, Address, Position title & Campus location of the position you interviewed for, **Social Security Number** (which is required by our Business Services Department), 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., accommodations), 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 or Yahoo! maps (Internet). **Mail your request to:** Attn: Travel Stipend Request, SDCCD HR-Employment Office, 3375 Camino del Rio South, Suite 330, Suite 330, San Diego, CA 92108-3883. *Please allow approximately 3-4 weeks to receive your reimbursement.*

You may check on the status of your reimbursement by emailing jobs@sdccd.edu . Otherwise, our office number is 619.388.6579. Our office hours are: Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time).