



**Rowan College
of South Jersey**

Administrative Procedure: 7417

HUMAN RESOURCES CANDIDATE REIMBURSEMENT

In limited circumstances, the College will provide reimbursement for a candidate for employment at the College. Expenses will only be reimbursed if the expenses are related to on-campus visits.

Candidates must provide a list of estimated expenses which must be submitted to the Human Resources ("HR") department prior to the on-campus visit. HR will submit the estimated expense list to the College President, or his/her designee, for approval. Only expenses authorized by the College President, or his/her designee, may be reimbursed.

Upon approval of expenses, a representative of HR will contact the applicant and advise him/her of the expenses that have been authorized. Generally, these will include, but not limited to, travel costs, lodging, meal allowance, and similar expenses.

Reimbursement will be processed to coincide with the routine payment cycle of College Financial Services. Candidates can expect reimbursement of expenses within 30 to 60 days of submitting a Check Request form along with original, itemized expense receipts. The Check Request form will be provided to the candidate by the HR department at the time of the on-campus visit.

The College will only reimburse recruitment-related expenses that have been authorized prior to being incurred.

Area: Human Resources

Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7417 Human Resources Candidate Reimbursement*

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