

XX. APPLICANT INTERVIEW TRAVEL EXPENSE REIMBURSEMENT POLICY

Policy and Purpose: To assist in attracting qualified candidates to fill certain classifications, the County of Lake may reimburse an applicant who will interview with the Board of Supervisors for expenses incurred in interviewing with the County of Lake. Eligible applicants may receive reimbursement for allowable expenses up to a maximum of \$1,500 per applicant per recruitment. Applicants are advised that such reimbursement may be considered taxable. Such reimbursement may be granted upon the following conditions:

- A. Eligibility. Only applicants for full-time positions that report directly to the Board of Supervisors are eligible. Only applicants who actually interview as a finalist with the Board of Supervisors are eligible.
- B. Allowable Expenses. Reimbursements may be requested for the following expenses directly incurred to attend panel interviews and/or interviews with the Board of Supervisors:
 - mileage at the County's current reimbursement rate when using a personal vehicle to travel
 - airfare
 - car rental
 - lodging and meal expenses within Lake County for the day prior to the interview and the day of the interview.
 - lodging and meal expenses within Lake County for days other than the day prior to and day of the interview if approved by the County Administrative Officer and the Human Resources Director.
- C. Reimbursement Process. The applicant shall complete the "Request for Interview Expense Reimbursement Form" and attach original receipts for the allowable expenses and have the form signed by the County Administrative Officer and Human Resources Director, and submit it to the Auditor's Office.
- D. Time Limit. The completed "Request for Interview Expense Reimbursement Form" must be submitted to the Auditor's Office within 30 days of the applicant's final

interview date. Upon special circumstances, an extension may be considered by the County Administrative Officer and Human Resources Director.