



HUMAN RESOURCES

Subject	CANDIDATE INTERVIEW EXPENSES (formerly titled "Interview Expenses Guidelines For Reimbursement-Candidate Expenses")
Procedure Section	Recruitment and Selection
No.	2.02b
Exempt Employment Policy References	Not Applicable
Collective Agreement References	Not Applicable
Forms & Other Reference Material	EMPLOYEE: myOkanagan > Employee > OC Express - Forms > Finance > Expense Claim NON-EMPLOYEE: http://www.okanagan.bc.ca/Campus_and_Community/employees/Human_Resources/HR_Procedures.html > 2 Recruitment and Selection > Form: Expense Reimbursement Form (non-employees)
Status of Approval	Approved Jan 4, 2017 Denise Fallis

PREAMBLE:

Okanagan College will reimburse candidates for reasonable interview expenses that fall within the following parameters. These expenses are paid from a central budget managed by the Human Resources Division.

PROCEDURE:

External candidates can submit expense claims to be reimbursed for the following expenses (items 1 – 4):

1. The lesser of:
 - mileage, meals and, if required, a hotel stay or
 - the equivalent of standard return economy airfare (excluding any special "sale" rates), meals, and, if required, a hotel stay.

Okanagan College reimburses mileage at \$0.47/km.

2. Expenses for parking fees, transportation between home, airports, hotel and the campus where the interview is held. Transportation costs are for mileage for the use of the candidate's car or for the costs of a taxi, airfare (as noted in #1 above), ferry or bus. Transportation costs will not normally include the cost of a car rental. However, in special circumstances and with the prior approval of Human Resources, the rental of a car (plus gas costs) may be permitted.
3. One night's single occupancy accommodation in instances where an overnight stay is required because of travel times and interview schedules (as noted in #1 above).

- Accommodation in excess of one night may be reimbursed if it allows for reduced airfare or if air connections cannot be made.
4. Meal expenses for the amount on the itemized receipt submitted to the maximum per meal allowance. **Meal expenses will not be reimbursed unless an itemized receipt is provided.**

Meal allowances are as follows:

Breakfast	\$11.00
Lunch	\$13.00
Dinner	\$22.00

The amounts indicated are exclusive of taxes. Okanagan College does not reimburse for alcoholic beverages.

5. Personal sundry expenses such as tips, airline seat reservations, long distance telephone calls, internet services, photocopying and hotel services (i.e. cleaning, etc.) will **not** be reimbursed.
6. Okanagan College employees will be reimbursed according to the current subsistence and travel allowances in accordance with the rates in the applicable collective agreement or terms and conditions for exempt staff, as appropriate.
7. Claims for reimbursement of travel expenses must be submitted within 30 days of the last day of travel

External interview candidates should use the “*Expense Reimbursement Form*” to submit their expenses. Okanagan College employees must use the “*Expense Claim*” form found on MyOkanagan.

Candidates must send their completed expense form, including **all original receipts**, to the attention of the Manager, Human Resources, at:

Okanagan College
Human Resources Division
1000 KLO Road
Kelowna, BC V1Y 4X8

Please ensure the completed expense claim form includes your **full legal name**, mailing address and postal code as well as the **competition number** and **title of the position** for which the interview was held.

PLEASE NOTE: If receipts are required for personal use, please make copies before submitting the originals to Okanagan College for reimbursement.

CORRECT ITEMIZED MEAL RECEIPT

INCORRECT MEAL RECEIPT

#13 - 3
FULL

Alexander's Pub
12408 Kai Lake Road
Vernon BC,
Phone(250)545-3131
Business #GST# 121562373

Date: Apr 30, 2010 Time: 01:20PM
Server: STACEY # Guest: 1
Bill: 303141 Table : 13

1 WATER	0.00
1 \$12.95 SPECIAL	12.95

Subtotal	12.95
GST	0.65

Total	13.60

FOOD 12.95
BEVERAGE 0.00

WINE AND DINE IS BACK \$34.95
DON'T FORGET \$4.95 RIBS EVERY MONDAY AFTER

*ITEMIZED RECEIPT
Shows what was
purchased*

THE NOMAD FOOD CO.,
1601 VICTORIA RD W
REVELSTOKE BC

CARD *****7581
CARD TYPE VISA
DATE 2010/04/13
TIME 3638 12:15:41
RECEIPT NUMBER
C30720416-001-281-008-0

PURCHASE
TOTAL

\$10.43

Visa Credit
A0000000031010
8A6B856D590C43F5
000008000
6DB65DA307858705

APPROVED
AUTH# 062154 01-027
THANK YOU

CARDHOLDER COPY

*This receipt cannot
be used as it does
not list what was
purchased.*

PLEASE NOTE:

** All receipts smaller than a full page, must be **glued** to letter (8.5" x 11") size paper (single sided) with an explanation of what is being covered by each receipt on the paper beside the receipt. Do not leave any staples on your receipts or they cannot be scanned. Do not use tape as it removes receipt details and can catch on the scanner. **