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**TITLE: INTERVIEW AND RELOCATION EXPENSES**

**POLICY STATEMENT**

Prospective employment candidates may incur expenses associated with travel to and from employment interviews conducted at the College. Red Deer College (RDC) reimburses these expenses according to the procedures outlined below.

Prospective employment candidates may need to relocate in order to accept an offer of employment at the College. RDC reimburses these expenses according to the procedures outlined below.

**PURPOSE:**

Reimbursement of interview and relocation expenses helps RDC attract and retain qualified staff. This policy details the conditions and procedures for reimbursement of interview and relocation expenses for RDC employment candidates.

**SCOPE:**

This policy applies to all candidates for permanent (full-time and part-time) and temporary (term-certain and sessional) positions.

**GUIDELINES:**

Interview Expenses:

1. Interview expenses are paid for permanent (full-time and part-time) and temporary (term-certain and sessional) positions. Candidates for casual positions are excluded from expense reimbursement.
2. Approved expenses, verified with receipts, may include:
  - a. Airfare from the candidate's town/city of residence
  - b. Car rental and related expenses, or
  - c. Mileage allowance (for personal vehicle usage) at 40% of RDC's mileage rate to a maximum of \$500 (for out of province travel)
  - d. Accommodation
  - e. Meals

3. Approved interview expenses are paid up to these maximums:

Within Alberta (outside a 100 KM radius) \$150.00  
Outside Alberta \$1,000.00

Relocation Expenses:

1. Permanent employees are eligible for reimbursement of relocation expenses.
2. Approved relocation expenses are paid up to the maximums stated below:

Relocation outside 100 KM and within 1000 KM	\$2,000.00
Relocation greater than 1000 KM	\$5,000.00

3. Approved expenses align with Canada Revenue Agency guidelines and may include (verified with receipts) moving costs, mileage claims, car rental (and related expenses), accommodation, meals, airfare, real estate and legal fees.
4. Employees approved for reimbursement of relocation expenses are subject to a return of service agreement as per the following schedule:

Employees approved for reimbursement are subject to a return of service agreement for a period of one year (based on the status and full-time equivalency (FTE) of the original employment contract). Should the employee resign or the College terminate the employee's employment before one year has lapsed, the employee is responsible for repayment of fifty percent (50%) of these funds.

**PROCEDURE:**

Interview Expenses:

1. Recruitment contacts assist candidates invited for interviews in completing a Payment Request (for candidates with no employment contract in place) or a Travel and Expense Claim (for candidates who are ultimately successful and have an employment contract in place) to claim for expenses incurred.
2. Recruitment contacts forward the Payment Request or Travel and Expense Claim Form, with receipts, to Human Resources for approval and payment.

Relocation Expenses:

1. New employees complete a Travel and Expense Claim Form, with receipts, and get initial approval indicating compliance with this policy, from their School/Division Leader or designate.
2. The School or Department Contacts forward the Travel and Expense Claim to the Vice President of Human Resources for final approval and payment.

**OFFICER RESPONSIBLE:** Vice President of Human Resources

**RECOMMENDING AUTHORITY:** Service Council

**CONSULTATION FOR REVIEW:** Service Council and Deans' Council

**POLICY REVIEW DATE:** June, 2016

**EFFECTIVE DATE:** October 1, 2011

**REVISION HISTORY:** November 1, 2002

**RELATED POLICIES:**

- Travel and Expense

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors operational policies.