

Town of Richmond  
Policy and procedure for payment of travel expenses for job applicants  
V 4.9.2023

POLICY

For the purpose of facilitating the recruitment of professional and technically trained persons to fill Town positions, it is the policy of the Town to authorize payment of travel expenses of applicants. The Town Manager may authorize reimbursement of expenses when in the opinion of the Town Manager such reimbursement:

- a. is justified by the need for an in-person interview of the applicant, noting that initial interviews are routinely performed by virtual means, thus precluding the need for travel by the applicant;
- b. is limited to the costs of travel and accommodations directly related to the in-person interview, thus not including meals or other expenses;
- c. reflects judicious and economical choices of travel and accommodations.

PROCEDURE

The steps necessary to reimburse allowed expenses:

1. The Town Manager must approve a maximum level of reimbursement of the anticipated travel expenses and communicate this in writing to the applicant in advance of the in-person interview.
2. Reimbursement of actual travel expenses approved by the Town Manager may not exceed:
  - a. Ground travel only:
    - i. the costs of mileage\* between the location of the applicant's residence and the location of the interview, for those miles in excess of 60 miles one way (120 miles round trip); and
    - ii. the costs of accommodations before and/or after the in-person interview, not to exceed a total of two overnights.
  - b. Air and ground travel:
    - i. the costs of ground transportation to and from the airports of departure and arrival, as associated with the location of the applicant's residence and the location of the in-person interview;
    - ii. round trip air coach fare between the departure airport and the arrival airport;
    - iii. the costs of accommodations before and/or after the in-person interview, not to exceed a total of two overnights.
3. At the conclusion of the interview or if necessary, upon the return of the applicant to the applicant's residence, the applicant will submit a travel expense reimbursement request to the Town Manager with receipts for all allowable expenses. The request must include the applicant's name, address, email address, and phone number.
4. The Town Manager will review and approve the travel expense reimbursement request. The Town Manager will address any discrepancies or requests for unallowed expenses with the applicant. The Town Manager will forward approved expense reimbursement requests to the Town Finance Director for payment.
5. The Town Finance Director will reimburse the applicant and charge the costs of approved travel expenses to Town Administration.

\*Note: approved mileage costs shall be reimbursed at the prevailing IRS mileage reimbursement rate.