

# Rock Valley College

## Recruiting and Relocation Expense Reimbursements

### RVC Administrative Procedure (3:20.040)

#### Recruiting Reimbursements:

Upon prior written approval by the Vice President of Human Resources, the College may approve the reimbursement of expenses for travel, hotel and reasonable meals for up to \$750.00 for applicants to the College who reside outside of the College District. Receipts must be submitted. Alcohol expenses will not be reimbursed.

When necessary, the Rock Valley College Search Committee chair and one other member of the Search Committee may take an applicant to lunch and/or dinner and receive reimbursement for reasonable expenses. Meal expenses for Search Committee members will be applied to the interviewing departmental budget.

#### Relocation Reimbursements:

Upon prior written approval by the Vice President of Human Resources, relocation assistance may be available as part of an employment offer for new, full-time employees satisfying the IRS requirement for deductibility of moving expenses as a direct result of accepting employment at Rock Valley College, within one year of their start date, pursuant to the following reimbursement schedule:

<b><u>Grade</u></b>	<b><u>Amount Eligible Up To</u></b>
R,S,T,U,V	\$6,000.00
N,O,P,Q,	\$5,000.00
J,K,L,M,	\$2,000.00
Full-time Faculty	\$5,000.00

Reimbursement will be considered only for actual expenses eligible which may include:

1. Actual expenses to move household goods and personal effects (including packing, crating, transporting and storage expenses).
2. Traveling (including lodging, but not meals) to your new home.

Exceptions to this Recruiting and Relocation Reimbursement policy must be approved in writing in advance by the Vice President of Human Resources. This Policy does not apply to presidential search committees.