

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 107

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TRAVEL COSTS FOR APPLICANTS

Reviewed and
Reissued 6/03

Job applicants who live outside a reasonable commuting distance from the place of interview will be reimbursed for reasonable transportation, meals and room expenses when they are interviewed at the Association's request. Each specific expense must be approved prior to the interview by the Human Resources Department.

Procedure

- 1 . Reimbursement for travel costs requires advance approval by the Human Resources Director and appropriate Department Head.
2. Applicants will pay for expenses out of pocket and submit an itemized expense list and receipts to the Human Resources Department and Department Head. Examples are:
 - parking
 - transportation to/from airport
 - meals (based on per diem)
 - room expenses or lodging
3. The expense form requires the approval of the Human Resources Director and Department Head.
4. Requests for advance travel funds for applicants must be approved by the Human Resources Director and the Department Head.