

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES

**SUBJECT: JOB APPLICANT TRAVEL EXPENSE REIMBURSEMENT
(EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL
POSITIONS)**

PPM #: CW-F-011

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ISSUE DATE
September 10, 2007

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EFFECTIVE DATE
September 10, 2007
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PURPOSE

To provide a policy of reimbursement of travel expenses for the selection of executive, administrative and professional positions.

UPDATES:

Future updates to PPM# CW-F-011 will be the responsibility of the Director of the Human Resources Department.

AUTHORITY

Board of County Commissioners, Chapters 112.061, 125.0104, 159.47 of the Florida Statutes

POLICY

Job applicants selected for interviews may be reimbursed for certain, limited traveling costs. However, reimbursement will not be granted if the applicant is offered the job and refuses.

PROCEDURE

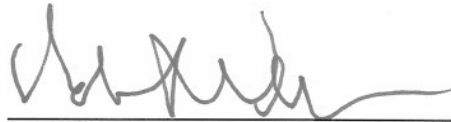
All applicant travel must be pre-approved by submitting the estimated costs on a "Travel Request/Reimbursement" form for approval by the County Administrator.

The procedures in CW-F-009 apply for processing this travel with the following exceptions:

1. The applicant is required to provide all of his/her own expenses and submit receipts for reimbursement to the hiring department.
2. The County Administrator is the only approval authority.

When the Human Resources Department staff conducts a behavioral interview process, they may also prepare the travel forms and provide assistance to the applicants for the affected department.

Travel expenses for this purpose will be charged to the affected Department and it is the Department Heads' responsibility to ensure that adequate funds are available in their budgets.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. A.O., dates 7/85
2. PPM #CW-F-011, dated 7/1/88
3. PPM #CW-F-011, dated 4/15/92
4. PPM #CW-F-011, dated 8/27/01