

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES (HR) DEPARTMENT

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

PPM #: CW-F-011

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ISSUE DATE **EFFECTIVE DATE**
February 9, 2018 February 9, 2018
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PURPOSE:

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

UPDATES:

Future updates to this PPM are the responsibility of the Director of HR.

AUTHORITY:

- Palm Beach County Administrative Code, Section 305
- Florida Statutes, Sections 112.061, 125.0104, and 159.47, as may be amended.

POLICY:

Job applicants for executive, administrative and professional positions 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.

PROCEDURES:

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.

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.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. A.C., 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
5. PPM #CW-F-011, dated 9/10/07
6. PPM #CW-F-011, dated 12/17/12