

**MIAMI DADE COLLEGE**  
**REQUEST FOR APPROVAL**  
**CANDIDATE TRAVEL REIMBURSEMENT**

- Candidate for Administrative Position  
 Candidate for Faculty Position

DEPARTMENT / CAMPUS: \_\_\_\_\_

VACANT POSITION: \_\_\_\_\_

NAME (herein referred to as the CANDIDATE): \_\_\_\_\_

Miami Dade College, herein referred to as the COLLEGE agrees to reimburse CANDIDATE for reasonable expenses incurred when traveling for an interview in accordance with Section 112.061, Florida Statutes and College Procedures 2100 and 3400. Accordingly, the reimbursement of travel expenses may be less, but not greater, than the travel allowances of State employees. The CANDIDATE was recruited through a nationwide search and is traveling from a location that is **over 100 miles** from the interview location.

The COLLEGE will not issue reimbursement for any expenses of the CANDIDATE if he/she withdraws from the employment process, declines the offer of the position, or is disqualified from consideration due to improper credentials, background check information, or other misrepresentation.

**TRAVEL EXPENSES TO BE REIMBURSED**  
*Original receipts required*

Estimated expenses shall be itemized prior to obtaining approval signatures. Actual expenses shall be documented upon completion of travel and must be submitted for reimbursement along with original, legible receipts within 60 days of the date of the interview. The COLLEGE reserves the right to arrange all travel plans and be directly billed by the vendor of these services, when possible.

	ESTIMATED EXPENSES (\$1,000 maximum)	TO BE CHARGED TO _____ - 60508 (Include Qual 1 Account Information)	
		ACTUAL EXPENSES (PAID DIRECTLY BY COLLEGE)	ACTUAL EXPENSES (REIMBURSED TO CANDIDATE)
Common Carrier	\$	\$	\$
Mileage (44.5 cents/mile)			
Auto Rental (mid-size car)			
Lodging			
Meal Allowance			
Other (Taxi, Toll, Parking, etc.)			
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

The CANDIDATE certifies below that he/she has read and understands the agreements and statements on both sides of this form; and will submit itemized receipts for costs incurred as necessary and reasonable travel expenses in accordance with Florida Statutes and College Procedures.

**FOR CANDIDATE USE ONLY**

Name _____	Soc. Sec. No. _____
Address _____	Telephone No. _____
Signature / Candidate _____	Date Signed _____

**FOR MIAMI DADE COLLEGE USE ONLY**

Hiring Supervisor _____	Title _____
Signature _____	Date Signed _____
Campus Pres. / Provost/Vice Provost _____	Title _____
Signature _____	Date Signed _____

*REVIEW REVERSE SIDE FOR DETAILS*

**MIAMI DADE COLLEGE**  
**GUIDELINES FOR CANDIDATE TRAVEL REIMBURSEMENT**

**Travel reimbursement will be approved and paid under the following circumstances:**

- The CANDIDATE is interviewing for a professional position as an administrator or faculty member
- The CANDIDATE was recruited through a nationwide search
- The CANDIDATE is traveling from a location that is **over 100 miles** from the interview location
- The CANDIDATE has participated in the telephone interview screening process
- The CANDIDATE is not disqualified from consideration due to improper credentials, background check information, or other misrepresentation
- The CANDIDATE accepts the position if offered, or the applicant is not offered the position

**Expenses eligible for reimbursement (up to a maximum of \$1,000):**

- Cost of coach airfare within the United States
- Cost of lodging for the day(s) of the interview and one day preceding the interview. The days reimbursed may not exceed one day more than the number of days the candidate is participating in interviews.
- Cost of a mid-size rental car not to exceed amount established per State of Florida contract with Avis Rental Car.
- When personal vehicle is used, mileage may be reimbursed at a rate of 44.5 cents per mile. Maximum mileage reimbursement may not exceed amount of coach airfare from city of origin plus airport parking.
- The reimbursement period for meal allowances shall be inclusive of the time of departure on the day prior to the interview(s) through the time of return on the day following the interview(s). Meal allowances are as follows:
  - Breakfast - \$6 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
  - Lunch - \$11 (when travel begins before 12:00 p.m. and extends beyond 2:00 p.m.)
  - Dinner - \$19 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

Alcoholic beverages, hotel movie rentals, room service, dry cleaning, personal phone calls, tips and gratuities are **not** reimbursable by the COLLEGE.

Reimbursement shall be submitted only for those travel expenses incurred by the CANDIDATE and covered by these guidelines. Any situation **not** covered by the statements on this form shall be governed in accordance with Section 112.061, Florida Statutes; College Procedure 2100 - *Recruitment, Internal/External Recruitment, Selection, and Hiring Process*; and College Procedure 3400 – *Travel Reimbursement for the District Board of Trustees, the President, College Employees and Other Authorized Persons*.

ALL REQUIRED SIGNATURES, ALL REQUIRED INFORMATION, AND THE CANDIDATE'S SOCIAL SECURITY NUMBER MUST BE INCLUDED ON THIS REQUEST FOR APPROVAL BEFORE ANY PART OF THIS REIMBURSEMENT IS PROCESSED.

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REFER TO MIAMI DADE COLLEGE PROCEDURES 2100 and 3400

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**MIAMI DADE COLLEGE**

NORTH CAMPUS, 11380 NW 27<sup>th</sup> Avenue, Miami, FL 33167-3495

HOMESTEAD CAMPUS, 500 College Terrace, Homestead, FL 33030-6009

KENDALL CAMPUS, 11011 SW 104<sup>th</sup> Street, Miami, Florida 33176-3393

WOLFSON CAMPUS, 300 N.E. Second Avenue, Miami, FL 33132-2297

HIALEAH CENTER CAMPUS, 1776 W. 49<sup>th</sup> Street, Hialeah, FL 33012

INTERAMERICAN CAMPUS, 627 SW 27<sup>th</sup> Avenue, Miami, FL 33135-2937

MEDICAL CENTER CAMPUS, 950 NW 20<sup>th</sup> Street, Miami, FL 33127-4693

WEST CAMPUS, 3800 NW 115<sup>th</sup> Avenue, Miami, FL 33178

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DISTRIBUTION of this form –

(After form is completed, including all required signatures)

**Original- Accounts Payable**

cc: CANDIDATE  
Hiring Supervisor  
Hiring Supervisor's Provost/Campus President/Vice Provost