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<b>Type:</b>	<a href="#">C – Institutional</a>	<b>Last Approved:</b> Apr.18, 1991
<b>Executive Responsibility:</b>	Vice-President Administration & Finance	<b>Next Review:</b>
<b>Administrative Responsibility:</b>		<b>Procedure:</b>

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STATEMENT:

Reimbursement of expenses incurred by candidates:

1. Regular (Full-time and Part-time) Positions

Short-listed candidates who are interviewed will be reimbursed for the actual expenses (not to exceed approved University rates for mileage, meals and accommodation) incurred in traveling to the interview. Receipts must accompany the [Expense Claim](#).

2. Temporary Positions

In extenuating circumstances, with the prior approval of the appropriate Vice-President, travel expenses will be reimbursed as per 1 above.

3. Out-of-Province Travel

All travel originating from outside the province requires the prior approval of the appropriate Vice-President. A stipend may be offered to offset expenses in lieu of reimbursement of actual expenses.