Rock Valley College

Recruiting and Relocation Expense Reimbursements

RVC Administrative Procedure (3:20.040)

Purpose

The purpose of this procedure is to provide a standard practice for reimbursing eligible expenses incurred by applicants who interview for positions at Rock Valley College and by newly hired faculty and staff who relocate for employment purposes.

Scope

This procedure applies to applicants who are invited to the College to interview for an open position and to newly hired employees approved for relocation expense reimbursement. All interviews within the same stage must use the same format (e.g., in-person or virtual) for every candidate and search committee member, unless the College's Benefits & Wellness Coordinator has pre-approved an ADA accommodation.

Recruitment Reimbursement

The Talent Acquisition Specialist will present all anticipated expenses to the Vice President of Human Resources for prior approval. Upon prior written approval by the Vice President of Human Resources, the College may approve the reimbursement of expenses for travel, hotel, and reasonable meals for up to $750.00 through the Human Resources Recruiting Budget for applicants to the College who reside outside a 50-mile radius of the College District.

Receipts are the preferred form of documentation; however, in the absence of receipts, established per diem rates for mileage may be applied. Alcohol expenses will not be reimbursed.

- Applicants must complete a check request form and a new vendor form, and submit proof of travel expenses to the Talent Acquisition Specialist
- Documentation must be received within 30 days of their interview to qualify for reimbursement. Requests submitted after 30 days will not be eligible for reimbursement. Once received, the documentation will then be submitted to the Accounts Payable and Business Services departments to be processed.

When necessary, the Rock Valley College Search Committee chair and one other member of the Search Committee may take an applicant to lunch and/or dinner and receive reimbursement for reasonable expenses to the interviewing departmental budget.

If the hiring supervisor elects to provide lunch for the search committee when interviews extend throughout the day, the expense of these meals will come from the interviewing departmental budget.

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Relocation Reimbursements:

With prior written approval by the Vice President of Human Resources, relocation assistance may be offered to new, eligible full-time employees who reside outside a 100-mile radius of the College District. To qualify, the move must be as a direct result of accepting employment at Rock Valley College, and occur and be submitted within one year of their start date, pursuant to the following reimbursement schedule:

Grade	Amount Eligible Up To
R,S,T,U,V	$6,000.00
N,O,P.Q,	$5,000.00
J,K,L,M,	$2,000.00
Full-time Faculty	$5,000.00

Reimbursement will be considered with the submission of a travel reimbursement form and the applicable receipts for actual eligible expenses, which may include:

- Moving household goods and personal effects (including packing, crating, transporting, and storage expenses).
- Traveling (including lodging, but not meals) to your new home.
    - (when applicable, established per diem mileage rates may be applied).

Receipts must be submitted to the Human Resources Talent Acquisition Specialist for processing. Receipts submitted after one year of employment will not be eligible for reimbursement.

Exceptions:

Exceptions to this Recruiting and Relocation Expenses Reimbursements policy must be approved in writing in advance by the Vice President of Human Resources and the College President. The Vice President of Human Resources will provide the final decision in writing to the Division Vice President, Hiring Supervisor, and Talent Acquisition Specialist. This Policy does not apply to presidential search committees.

Reference/Implemented: BR 6519 (June 24, 2008); BR 6520 (June 24, 2008); AR 314 (April 8, 2014); BR 7970 (July 26, 2022)
Revised: October 13, 2025