

## **Interviewing and Moving Expense Reimbursement Policy**

Muncie Public Library may reimburse interview expenses and moving expenses under certain circumstances.

The Library will offset traveling expenses for certain positions when a candidate is interviewing for an open position under the following conditions.

1. Candidates traveling to the Library from outside a 30 mile radius of Muncie will be reimbursed mileage at the current approved mileage rate.
2. Candidates traveling to the Library beyond one day's travel will be reimbursed for travel expenses associated with using public transportation. Most commonly this is airfare. The Library reimburses for the most economical method of airfare. The Library will not reimburse for first class travel accommodations unless necessitated by a medical condition or disability. The maximum reimbursement for this provision is \$1,000.00
3. Final candidates scheduled for a full-day of interview will be reimbursed for up to one day of meals according to the current Library rates.
4. Candidates scheduled for a final interview, who travel to the Library from outside of a 120 mile radius of Muncie, will be reimbursed for one night of hotel accommodations according to the current Library rates.

Candidates who accept full-time positions of Library Director, Branch Manager, or MLS Librarian and who move at least 50 miles to work at the Library will be reimbursed for reasonable moving expenses up to the allowable limits. The Library will follow the IRS' definition of allowable moving expenses for purposes of reimbursement.

Employees must adequately document moving expenses and claim reimbursement within a reasonable period of time. The Library Director and Branch Manager positions are eligible to receive a maximum of \$4,000.00. MLS Librarian positions are eligible to receive a maximum of \$1,500.00 for documented allowable moving expenses.