

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.1.3.2  
Related Policy: 3.1.3  
Title: Travel Reimbursement Guidelines for the Interview Process  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 02-09-2000  
Last Cabinet Review: 05-03-2023  
Last Revision: 05-03-2023

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President

## DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

## Purpose

These procedures apply to the travel reimbursement guidelines for candidates who have been selected to be interviewed for a position at the College. The guidelines will provide for consistent, fair and equitable treatment of all candidates being interviewed while reimbursing for travel expenses economically and in accordance with state and College procedures.

The Human Resources Department will be responsible for coordinating and facilitating the hiring process, including scheduling interviews.

The successful candidate will be reimbursed travel expenses upon receipts in the first month of employment. However, if the College makes a job offer and the candidate declines, the College will not reimburse travel expenses unless the supervising Vice President determines extenuating circumstances exist.