

COMMUNITY COLLEGE OF DENVER

Title: Moving Expense Reimbursement

Guideline #: FS – 4

Approved: June 18, 2012
July 13, 2015
August 9, 2017

References: State Controller Policy
State Fiscal Rules

Approved By: Dr. Everette J. Freeman, President

1. Purpose

Explains how the Community College of Denver (College) processes moving reimbursements for potential employees.

2. Applicability

This guideline applies to all potential employees of the College, except for the position of the president of the College.

3. Policy

The College does not reimburse potential employees for moving expenses. Any exception must be preapproved by the College President. The President of the Community College of Colorado System will determine the amount of moving expense reimbursement

to be offered to a potential candidate for the position of College President.

4. Guideline

Since the College does not reimburse moving expenses for potential employees, any approved exceptions will be processed on a case by case basis. No advance reimbursements will be provided. Potential employees approved to receive moving expense reimbursement must provide the College at least three (3) original quotes in order to be reimbursed for any expenses incurred. The College will provide reimbursement at the lowest quote provided. Reimbursement for mileage and food will be based on current State of Colorado per diem rates.