REIMBURSEMENT OF TRAVEL EXPENSE FOR SELECTED APPLICANTS FOR COUNTY EMPLOYMENT

In order to fill positions requiring special experience, training and education for positions such as, but not limited to, County Administrator, Department Directors and Senior Management positions, it is recognized that it may be necessary for applicants for such positions to travel to Kitsap County to participate in an examination/selection process. Reimbursement for reasonable and necessary expenses incurred by selected applicants for traveling to and from Kitsap County for the purpose of participating in an examination/selection process is a proper county expense.

Applicants may be reimbursed provided:

1. The County Administrator or Chair of the Board of County Commissioners has approved reimbursement for travel expenses for selected applicant(s) in advance.

2. Application for reimbursement is made within policy guidelines established for County officers and employees.

County offices and departments may arrange and pay for travel and lodging directly when such action achieves financial and/or scheduling efficiencies. A portion, or the entire amount, of the reimbursement requested may be denied if subsequent to the interview, the county makes an employment offer and that offer is declined by the applicant.