



Butte College

Human Resources

Interview Travel Reimbursement

In an effort to help to alleviate some of the burden of costs associated with interviewing, candidates traveling **more than 80 miles** to attend an onsite interview at Butte College may be eligible for reimbursement.

For an eligible candidate*, Butte College may reimburse up to \$1,000.00 for expenses relating to mileage, airfare, car rental, lodging, and meals. This amount applies to the entire recruitment, regardless of the number of onsite interviews conducted.

If eligible for reimbursement, it will be at the cost of the least expensive form of transportation regardless of which mode is used.

Candidates should make reservations **in their own name**, so receipts will reflect the correct name for processing.

Candidates must save all applicable receipts. Receipts must show the final charge (for example, the receipt received after returning a rental car or checking out of a hotel). Reservation confirmation emails will not be accepted.

Requests for reimbursement must be submitted to Human Resources **within 60 days** of the onsite interview date. Email final receipts to the HR Representative or to humanre@butte.edu after the trip concludes.

After Human Resources receives all appropriate receipts, a travel reimbursement form will be completed and emailed to the candidate via Adobe Sign for signature. Reimbursement will be processed and mailed to the verified address on the candidate's application.

NOTE: Candidates requesting reimbursement will have to complete a [W-9](#) before the request can be processed. Candidates can complete this form on the day of their onsite interview in the Human Resources office.

Hotel Recommendation – Discounted rate valid through December 31, 2026		
Holiday Inn Express & Suites Chico: 2074 East 20th Street, Chico, CA 95928	Onsite Contact: Tilly Zepeda, 530-891-0100	Website
When calling to book rooms, please mention "Butte College," to receive 15% off for either a King or a 2 Queen room type.		

Human Resources
3536 Butte Campus Drive
Oroville, CA 95965
530-895-2400

**An eligible candidate is a candidate who has (a) been invited to an onsite interview for a regular position with Butte College, (b) resides at least 80 or miles from the Butte College campus, (c) completes the interview, and (d) provides all final receipts to HR within 60 days of the interview date.*