



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

- |                     |                         |
|---------------------|-------------------------|
| 1. COMMON COUNCIL   | 4. FINANCIAL            |
| 2. ADMINISTRATIVE   | 5. PUBLIC WORKS         |
| 3. <b>PERSONNEL</b> | 6. PARKS AND RECREATION |

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Interview Expenses

POLICY NUMBER: 3.165

PAGES: 2

EFFECTIVE DATE: April 9, 1984

REVISION DATE: January 1, 2012

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**PURPOSE:**

When appropriate, the City of Marshfield will pay for meals, mileage or lodging for candidates being considered for employment in a position assigned to the Management Pay Plan.

**POLICY:**

Request for interview expense reimbursement will be submitted to the Human Resources Manager. The Human Resources Manager will review the proposed expenditures and approve or deny the request. In the event the Human Resources Manager refuses the request, the candidates may appeal to the City Administrator. All requests for approved reimbursement will be accompanied by receipts. Under normal circumstances, overnight lodging will not be permitted for candidates residing within 100 miles of the City.

REQUEST FOR INTERVIEW EXPENSE REIMBURSEMENT  
FOR MANAGEMENT LEVEL CANDIDATES

TO: Human Resources Manager

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Position being recruited \_\_\_\_\_

Detail of Expenses (receipts  
attached) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Approved Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources Manager

Receipts for reimbursement shall be submitted to Human Resources Manager for approval from personnel interview budget.