



ATHENS ACADEMY

VISITING CANDIDATE EXPENSE INFORMATION

Thank you for your interest in Athens Academy! We look forward to your visit and getting to know you better. Below is some useful information regarding the school's policy on reimbursement of travel expenses for interview visits. Please don't hesitate to contact your visit coordinator listed below for additional information or questions.

- Athens Academy will reimburse up to a specified amount for flights and/or ground transportation associated with the visit. The amount of the reimbursement will be determined by the visit coordinator and conveyed to you before travel plans are made.
- Athens Academy will reimburse you at a rate of \$.30 per mile if driving a personal vehicle. The school reserves the right to reimburse you at the flight rate if the mileage rate exceeds reasonable airfare. If you think this may be the case, please contact your visit coordinator.
- Hotel accommodations will be made for you at a nearby hotel and will be paid for by the school. Any additional room charges are the responsibility of the candidate.
- While candidates are on campus, lunch will be provided. Please notify the visit coordinator if you have any dietary restrictions of which we should be aware. Other meals associated with the visit will be reimbursed up to a total \$45/day. Candidates should submit all receipts after the completion of the visit.

Please provide your receipts to your visit coordinator within ten (10) days of your visit with the address to send payment. You may email your receipts or send by U.S. mail—to the attention of the visit coordinator—to:

Athens Academy
1281 Spartan Lane
Athens, GA 30606

Thank you again, and...go Spartans!