

## Chapter 70 – Other Administrative Regulations

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### **70.20**      **Prospective Employee Interview Expenses**

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## **70.20 Prospective Employee Interview Expenses**

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### **70.20.10 Agencies may pay certain expenses for qualified prospective employees**

A State agency may pay a qualified prospective employee, as defined below, the necessary travel expense related to their employment interview. The agency head has the responsibility to exercise prudent judgment in the payment of interview expenses and to follow the travel reimbursement policies stated in this section and in the travel policies chapter of this policy manual.

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### **70.20.20 Who is a qualified prospective employee?**

Qualified prospective employees are limited to applicants for positions that are described in Title 2 or Title 5 MSRA, or other personnel having both executive and professional status in specialized fields which require national recruitment.

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### **70.20.30 Allowable travel expenses and reimbursement limits**

Allowable travel expenses are defined as necessary expenses, reimbursable by law, incurred by a prospective employee in traveling to and from an interview or merit system examination from out of state at the request of an agency head. Travel expenses may include:

- Transportation expenses,
- Per diem expenses, and
- Other miscellaneous travel costs.

Travel expenses may be reimbursed at rates not to exceed those established for State employees in the travel policy chapter of this policy manual.

For example, the agency may reimburse the prospective employee for transportation costs not to exceed the lowest class fare for the transportation mode used.

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**70.20.40      How expenses should be documented and paid**

The agency needs documentation of the travel expenses before reimbursing the prospective employee. The prospective employee should document and submit travel expenses on a Travel Expense Voucher in the same detail as required for travel reimbursement to State employees. Original invoices should be attached to the voucher or the agency file location referenced.

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**70.20.50      Prior authorization is required for classified positions**

If the prospective employee is applying for a classified position, the interviewing agency must secure prior authorization of the Bureau of Human Resources before offering to pay the prospective employee's travel expenses.