Subpart C—Obtaining Travel Services and Claiming Reimbursement

301–75.200 How will we pay for pre-employment interviewee travel expenses?
301–75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
301–75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?
301–75.203 May we provide the interviewee with a travel advance?
301–75.204 May we use Government contractor-issued travelers checks to pay for the interviewee’s travel expenses?
301–75.205 Is the interviewee required to submit a travel claim to us?

Authority: 5 U.S.C. 5707.
Source: FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, unless otherwise noted.

Subpart A—General Rules

§ 301–75.1 What is the purpose of the allowance for pre-employment interview travel expenses?
To help you recruit highly qualified individuals.

§ 301–75.2 May we pay pre-employment interview travel expenses?
Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

§ 301–75.3 What governing policies and procedures must we establish related to pre-employment interview travel?
You must establish policies and procedures governing:
(a) When you will pay pre-employment interview travel expenses, including the criteria for determining which individuals or positions qualify for payment of such expenses;
(b) Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and
(c) Who will determine what expenses you will pay for each individual interviewee.

Subpart B—Travel Expenses

§ 301–75.100 Must we pay all of the interviewee’s pre-employment interview travel expenses?
If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

§ 301–75.101 What pre-employment interview travel expenses may we pay?
You may pay the following expenses:
(a) Transportation expenses as provided in part 301–10 of this chapter;
(b) Per diem expenses as provided in part 301–11 of this chapter;
(c) Miscellaneous expenses as provided in part 301–12 of this chapter; and