

**§ 301-75.101**

**41 CFR Ch. 301 (7-1-24 Edition)**

**§ 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
- (d) Travel expenses of an individual with a disability or special need as provided in part 301-13 of this chapter.

**§ 301-75.102 What pre-employment interview travel expenses are not payable?**

You may not pay expenses for:

- (a) Use of communication services for purposes other than communication directly related to travel arrangement for the Government interview.
- (b) Hire of a room at a hotel or other place to transact official business.

**§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?**

You must provide the interviewee with one of the following:

- (a) A common carrier ticket;
- (b) A GTR; or
- (c) A point of contact with your travel management center to arrange the common carrier transportation. In this instance, you must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;
- (d) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required;
- (e) A credit/refund address for any common carrier transportation provided for unused government furnished tickets.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**Subpart C—Obtaining Travel Services and Claiming Reimbursement**

**§ 301-75.200 How will we pay for pre-employment interviewee travel expenses?**

For	You will
Common carrier transportation expenses other than transit systems at the agency's location.	Bill the expenses to a centrally billed or other agency established account or provide the traveler with a GTR when no other option is available or feasible.
Other expenses .....	Require payment by the interviewee and reimburse the interviewee for allowable travel expenses upon submission and approval of the interviewee's travel claim.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

**§ 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?**

No.

**§ 301-75.202 What must we do if the interviewee exchanges the ticket they have been issued?**

If	You will inform the traveler
The new ticket is more expensive than the ticket you provided.	That the traveler must pay the difference using personal funds and the traveler will not receive reimbursement for the extra amount.
The new ticket is less expensive than the ticket you provided.	Provide the interviewee with a credit/refund address by attaching a copy of the GTR, or some other document containing this information, to either the ticket or the travel authorization as provided in U.S. Government Passenger Transportation Handbook ( <a href="https://www.gsa.gov/transaudits">https://www.gsa.gov/transaudits</a> ).