



70.20 Prospective Employee Interview Expenses

70.20.10

May 1, 1999

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 or examination (RCW 43.03.130). 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 Chapter 10 of this policy manual.

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May 1, 1999

Who is a qualified prospective employee?

Qualified prospective employees are limited to applicants for the position of director, deputy director, assistant director, state supervisor or equivalent or higher position, engineers or other personnel having both executive and professional status.

In the case of institutions of higher education, prospective employees are limited to applicants being considered for academic positions above the rank of instructor, or professional, or administrative employees in supervisory positions.

Community and technical colleges may pay travel expenses for prospective employees being considered for full-time faculty positions or administrative employees in supervisory positions.

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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. Travel expenses may include:

- Transportation expenses,

Other Administrative Regulations

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

Travel expenses may be reimbursed at rates not to exceed those established for state employees in Chapter 10 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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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 an Invoice Voucher (form A19-1A) or a Travel Expense Voucher (form A20-A) 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.

When an applicant is interviewed by or on behalf of more than one agency, the Department of Personnel, or other corresponding personnel agency, may pay the travel expenses directly and be reimbursed by the interviewing agencies on a pro rata basis.

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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 Department of Personnel or other corresponding personnel agency before offering to pay the prospective employee's travel expenses.