



70.20 Prospective Employee Interview Expenses

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70.20.10 Agencies may pay certain expenses for qualified prospective employees

May 1, 1999

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.

70.20.20 Who is a qualified prospective employee?

July 1, 2010

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.

The Washington State Investment Board may pay travel expenses for prospective employees being considered for investment officer positions.



70.20.30 Allowable travel expenses and reimbursement limits

May 1, 1999

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,
- 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.

70.20.40 How expenses should be documented and paid

Jan. 1, 2012

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.

70.20.50 Prior authorization is required for classified positions

Jan. 1, 2012

With agency head authorization, an agency may pay for prospective employee interview expenses when the classified position is essential to carrying out the critical work of an agency, The requesting agency head is accountable for the action and required to have appropriate documentation.