



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86/06/01
EFFECTIVE DATE: February 20, 1986
EXPIRATION DATE: Indefinite
DATE OF ISSUE: March 24, 1986

SUBJECT: Section 599.634 of the Department of Personnel Administration's Regulations
(amended)

The following regulation has been adopted by the Department of Personnel Administration. Section 599.634 as amended allows the reimbursement of lodging and meal expenses for applicants who are called for an interview.

If you have any questions please call Diane Hachey at 324-0439, ATSS 454-0439.

R. L. Rutherford, Chief
Personnel Services Branch

599.634 ~~Transportation~~ Expenses of Applicants Who Are Called for Interview.

Reimbursement may be allowed for ~~transportation~~ expenses of professional and technically trained applicants for state employment who are called for employment interviews.

(a) Written approval of the Department of Personnel Administration must be obtained before the applicant is called for the interview.

(b) The applicant must have been called for the interview regarding a position in a classification for which it has been certified that such expenditure is necessary in order to recruit qualified persons needed by the State. Certification must be made by the appointing power and the Department of Personnel Administration.

(c) Reimbursement of actual transportation expenses will be allowed in an amount not to exceed ground transportation to and from the nearest airport and one round trip air coach fare, plus applicable tax, between the place from which the applicant is called and the place where the interview is held. However, if an applicant is called from outside the boundaries of the United States, reimbursement shall apply only to that portion of the fare for travel within the United States.

(d) The Department of Personnel Administration may authorize the reimbursement of all or part of lodging and meal expenses in the place where the interview is held, when the appointing power has demonstrated the following:

(1) Reasonable efforts were made to coordinate applicant's transportation and interview schedule;

(2) Available transportation options were explored with regard to timeliness and convenience;

(3) Resulting interview and transportation arrangements reasonably required the applicant to incur the cost for which reimbursement is being claimed.

Reimbursement for these expenses shall be limited to the time period that is directly related to the candidate's scheduled interview. Reimbursement shall not be authorized for time spent at the interview location resulting from the candidate's decision to remain for personal reasons.

Meals and lodging expenses will be reimbursed at a rate not to exceed those noted in Section 599.619.

Authority Sections 19815.4(d), 19816, 19820.
Reference Sections 11030 and 19842, Government Code.