

§ 301-75.100

41 CFR Ch. 301 (7-1-04 Edition)

and encourage them to stay in an approved accommodation;

(b) Inform the interviewee that he/she is responsible for excess cost and any additional expenses that he/she incurs for personal preference or convenience;

(c) Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;

(d) Assist the interviewee in preparing the travel claim;

(e) Provide the interviewee with instructions on how to submit the claim; and

(f) Inform the interviewee that he/she may subject himself/herself to criminal penalties if he or she knowingly presents a false, fictitious, or fraudulent travel claim 18 U.S.C. 287 and 1001.

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

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

(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 local transportation.	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 his/her travel claim.