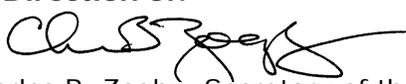


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Travel Expenses of Job Applicants	Number: 230.6 Amended
Date: November 1, 2011	By Direction of:  Charles B. Zogby, Secretary of the Budget  Kelly Powell Logan, Secretary of Administration
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations, Telephone 717.772.5340	

This directive establishes policy, responsibilities, and procedures for defraying reasonable travel expenses incurred by non-commonwealth travelers interviewing for vacancies with the commonwealth in accordance with the Attorney General's Opinion No. 66, September 17, 1973. Changes are indicated by marginal dots.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for defraying reasonable travel expenses incurred for job applicants in accordance with the Attorney General's Opinion No. 66, September 17, 1973.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction should adopt similar policy.
- 3. OBJECTIVE.** To ensure the commonwealth has the resources available to fill positions with the most capable and qualified people possible for the efficient operation of government.
- 4. DEFINITIONS.**
 - a. Job Applicant.** An individual who submits an application and meets general requirements of eligibility for a vacant position.

- b. **Travel Arranger.** A commonwealth employee who has been assigned the SAP role of Travel Arranger responsible for travel planning and expense report preparation on behalf of individuals traveling on official commonwealth business.
- c. **Travel Expenses.** Transportation, lodging, and subsistence costs, as defined by *Manual 230.1, Commonwealth Travel Procedures Manual*, incurred by a job applicant.

5. POLICY.

- a. In accordance with the Attorney General's Opinion No. 66, September 17, 1973, job applicants may be reimbursed for reasonable travel and subsistence, while traveling 50 or more miles one way to attend an interview, with the approval of the agency head, provided one of the following criteria exists:

- (1) The job classification is in a scarce skill area.

- (2) The agency has experienced difficulty recruiting for the vacant position.

Note: Reimbursement of travel expenses must be made in accordance with this directive and *Manual 230.1, Commonwealth Travel Procedures Manual*.

- b. Funding to reimburse a job applicant for travel expenses must be from state or federal funds allocated specifically for the purpose or for a general purpose which can be reasonably interpreted to include the cost of recruiting job applicants for vacant positions.
- c. Approval of payment will be limited to three job applicants per vacant position unless special circumstances exist to justify payment to additional job applicants. Special circumstances must be approved by the Director of the Bureau of Commonwealth Payroll Operations (BCPO), after the agency head approves and submits written justification to BCPO in accordance with *Manual 230.1, Commonwealth Travel Procedures Manual*.
- d. Travel expenses paid by job applicants must be supported by the required receipts and Form STD-334, Request for Reimbursement of Applicant's Travel Expenses (Form STD-334), approved by the agency head. Travel expenses shall be reimbursed only upon submission of an approved SAP Travel Expense Report or Form STD-191, Travel Expense Voucher (Form STD-191), signed by the job applicant and approved by the agency head or designee.
- e. BCPO may reimburse a job applicant from advancement accounts prior to departure from interview site for out-of-pocket expenses, including a mileage allowance for the return trip, if travel was by the job applicant's personal automobile. Reimbursement for travel by personal automobile will be at the rate stipulated in *Manual 230.1, Commonwealth Travel Procedures Manual*.

- f. Job applicants should be informed, in writing, of travel expenses that will be reimbursed by the commonwealth before travel occurs.
- g. This policy does not apply to commonwealth employees, except when an agency head directs an employee to appear for an interview. In that situation, the employee may be reimbursed in accordance with *Manual 230.1, Commonwealth Travel Procedures Manual*.

6. RESPONSIBILITIES.

- a. **Agency Head** shall approve, or designate an individual to approve, requests to reimburse job applicants for travel expenses, in accordance with this directive and *Manual 230.1, Commonwealth Travel Procedures Manual*.
- b. **Agency Human Resources Offices** shall:
 - (1) Establish and implement procedures to control and monitor travel.
 - (2) Obtain all required approvals using Form STD-334, before any commitments for travel or reimbursement are made to job applicants.
 - (3) Inform job applicants, in writing before travel occurs, of travel expenses that will be reimbursed by the commonwealth provided receipts are submitted with the claim form.
- c. **Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations** shall:
 - (1) Ensure that requests for reimbursement, along with receipts for all expenses claimed, are submitted and reviewed in accordance with the policies and procedures outlined in this directive.
 - (2) Process SAP Travel Expense Reports or Form STD-191, to reimburse a job applicant after verifying that required receipts match the reimbursement request Form STD-334, approved by the agency head, from the agency.

7. PROCEDURES.

- a. **Action By: Agency Human Resources Office.**
 - (1) Determines a need to interview job applicants who must be reimbursed for travel expenses and meet criteria identified in section 5.a. of this directive.
 - (2) Prepares Form STD-334, and obtains required approvals.
- b. **Action By: Agency Head.** Approves Form STD-334, in accordance with this directive and *Manual 230.1, Commonwealth Travel Procedures Manual*.

- c. **Action By: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations.** Approves Form STD-334, in accordance with this directive and *Manual 230.1, Commonwealth Travel Procedures Manual*.
- d. **Action By: Agency Human Resources Office or Travel Arranger.**
- (1) Informs job applicants of travel expenses that will be reimbursed by the commonwealth.
 - (2) Arranges any necessary transportation and lodging for the job applicant in accordance with *Manual 230.1, Commonwealth Travel Procedures Manual*.
 - (3) Obtains all required expense receipts and ensures the proper completion of an SAP Travel Expense Report, or Form STD-191, required for reimbursement of travel expenses.
 - (4) Submits required documentation to BCPO for reimbursement of travel expenses.
- e. **Action By: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations.** Processes SAP Travel Expense Reports or Form STD-191, to reimburse a job applicant for approved travel expenses.

This directive replaces, in its entirety, *Management Directive 230.6*, dated July 15, 2010.