



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

GUIDELINES FOR PAYMENT OF TRAVEL AND MOVING EXPENSES

Travel for State Interviews (Out-of-State Candidates)

When an appointing authority establishes recruitment difficulty in a particular professional, technical, or administrative classification, the agency shall be authorized to pay travel expenses for out-of-state candidates for State job interviews. The following travel expenses are reimbursable for out-of-state candidates:

1. Transportation
 - a. Air travel shall be reimbursed at tourist rates only.
 - b. Candidates who travel from neighboring states by car shall be reimbursed using the current mileage reimbursement rate in effect at the time of the interview. Reimbursement is limited to roundtrip from the candidate's home.
 - c. Toll costs are reimbursable.
 - d. Rental car costs may be reimbursed in total, including taxes.
 - e. The cost of a taxi may be reimbursed, along with train or bus fare.

Note that extra "legs" of air travel, excess mileage on a personal or rental car, excess baggage costs, and other extraneous expenses may be disapproved, as appropriate.

2. Lodging – The entire cost of the candidate's hotel stay for the purposes of attending a State interview is reimbursable. Note, however, that the number of nights stayed should be a direct result of the interview process and other charges associated with the stay (e.g., long-distance calls, room service, etc.) are subject to review and disapproval, if appropriate.
3. Meals – Reimbursement rate is established in the Standard Travel regulations.
4. Parking – Parking costs associated with the interview process are reimbursable.

Note that all requests for final authorization for payment must be accompanied by itemized receipts, whenever possible.

Moving Expenses

In certain circumstances an appointing authority may approve reimbursement for basic moving expenses for: heads of State agencies or institutions relocating from out-of-state; out-of-state appointees to key executive, administrative, or professional positions; and current State employees who relocate within the State, when the appointing authority certifies that it is the interest of the State to do so. Keep in mind the following:

1. Occasionally, an appointee may opt for a self-move by trailer. In such a case, costs of the trailer rental and mileage are reimbursable.
2. The appointing authority may request that the appointee obtain estimates of moving costs, and may authorize reimbursement for the least expensive.
3. There is no particular dollar limit to allowed reimbursements, but costs should be in line with comparable market averages.
4. Agencies may choose to authorize the reimbursement the full amount of allowed expenses or portions thereof.
5. All requests for final authorization must be accompanied by itemized receipts.

Excluded from reimbursement as basic moving expenses are: the costs associated with cartons and/or containers, packing and unpacking, storage, and interim lodging.
