

SAM - TRAVEL

EXPENSES FOR APPLICANTS CALLED FOR INTERVIEWS

0725

(Revised 6/2014)

CALHR Rule [599.634](#) provides for per diem and travel expenses for non-State applicants who are called for interviews. Payments may be approved in advance by the appointing power. Requests must meet the following conditions:

1. Requests must be submitted prior to the actual travel date.
2. Requests must include the following:
 - a) Names and addresses of the applicant (applicant may not be a current state employee).
 - b) Approximate amount of the anticipated expenses, including tax. (Payment may not exceed the current State rates.)
 - c) Reason(s) why it is necessary to call the applicant for interview, i.e., position is hard to fill, recruitment for affirmative action, or disabled hire, etc.
 - d) Title of position being filled.
3. Attach a copy of the approved request to the applicant's Travel Expense Claim prior to submission to the [SCO](#).