

**ARIZONA STATE PERSONNEL SYSTEM  
STATEWIDE POLICIES AND PROCEDURES**

<b>Policy Number:</b> ASPS/HRD-PA3.01	<b>Issued:</b> October 2, 2012
<b>Subject:</b> Transportation or Other Travel Expenses for Interviews of Out of State Candidates	<b>Effective:</b> October 2, 2012
<b>Policy Section:</b> Recruitment, Selection, and Appointment	<b>Revised:</b> July 1, 2015
<b>Policy Owner:</b> ADOA Human Resources Division	

**Scope:**

This policy applies to all agencies, boards, offices, authorities, commissions, or other governmental budget units of the State that are part of the State Personnel System.

**Authority:**

A.R.S. §35-196.01, Expenditure of state monies for certain purposes; report R2-5A-301, General

**Definitions:**

*“Agency”* means a department, board, office, authority, commission, or other governmental budget unit of this state and includes an agency assigned to a department for administrative purposes.

*“Agency head”* is defined as the chief executive officer of a state agency, or designee.

*“Candidate”* means a person whose education, experience, competencies and other qualifications meet the requirements of a position and who may be considered for employment. This policy applies only to candidates who are not residents of this state who come to Arizona to interview for prospective employment for full-time positions.

*“Director”* means the Director of the Arizona Department of Administration or the Director’s designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.

*“General Accounting Office”* means the statewide accounting authority under the direction of the Director.

**Policy:**

Subject to the approval of the Director, state agencies may spend monies to bring candidates who are not Arizona residents to this state for interviewing for prospective employment. State budget units that expend monies for such purposes must report these expenditures to the Governor’s Office of Strategic Planning and Budgeting, the Joint Legislative Budget Committee, and the Director by September 1 of each year for the prior fiscal year.

Agency management must ensure that the provisions of this policy are carried out in an equitable and non-discriminatory manner, giving proper consideration to the precedent setting nature of granting payment for transportation or other travel expenses to a prospective employee. In addition, as with any expenditure of public funds, agency management must assure that the benefits to be realized from payment for a candidate’s

## ASPS Statewide Policies and Procedures

### Subject: Transportation or Other Travel Expenses for Interviews of Out of State Candidates

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transportation or other travel expenses substantially and demonstrably exceed the costs incurred. Managers are encouraged to interview candidates who are Arizona residents prior to out-of-state candidates. In addition, candidates who reside outside the state should be interviewed via electronic means (.e.g., telephone, teleconference) whenever possible, especially for initial interviews.

The Director has final authority to approve transportation or other travel expenses for the purpose of interviewing out of state candidates. Such payments must be preapproved by the Director before candidates travel to Arizona for interview. Criteria for authorizing payments for transportation or other travel expenses for out of state candidates include but are not necessarily limited to:

- Extremely hard to fill positions, demonstrated by factors such as:
  - A substantial amount of advertising was required to find qualified candidates
  - A very small number of qualified candidates were available and willing to interview
  - Job market supply/demand for desired qualifications
  - Location of vacancy
- Outstanding character of the out of state candidate's qualifications
- Positions listed in ARS §41-742.F (Directors, Deputy Directors, Assistant Directors, etc.)

Agencies may pay the expenses of candidates traveling to Arizona to be interviewed for a position. To the extent practicable, arrangements should be made and paid by the agency rather than dealt with as a reimbursement to the interviewee. Hotel accommodations are to be limited to two nights.

A given candidate may have his or her travel expenses relating to an interview paid for not more than three interviews—whether for one or more positions or one or more agencies—during a rolling twelve-month period.

When feasible, agencies should coordinate interviews so as to avoid incurring additional expenses for subsequent travel when multiple interviews for the same position are required (e.g., interview panel, interview with agency director, governor, etc.).

Expenses will only be paid for the individual who is being interviewed; expenses of spouse, children or others traveling with the candidate will not be paid.

Duplicate payments are prohibited. A prospective employee shall not receive transportation or other travel expenses from the state if such payments are paid for or reimbursed by another party (e.g., another prospective employer with whom the prospective employee is also interviewing during the same visit to Arizona).

Agencies should refer to the General Accounting Office (GAO) for detailed guidelines on items that constitute acceptable transportation and travel expenses for out of state candidates (<http://gao.az.gov/publications/default.asp>). Submission of receipts is required in accordance with applicable GAO policies.

Exceptions to any or all provisions of this policy (except those that are statutorily required) may be made by the Director on a case-by-case basis.

**Procedure:**

1. When an agency head desires to interview an out of state candidate in person, the agency head shall complete an *Agency Request to Pay Interviewing Expenses for an Out-of-State Candidate* form. The form shall state the reason(s) the agency head believes paying transportation or other travel expenses in order to interview the candidate is in the best interests of the state and shall include the recruitment efforts that have been undertaken, number of qualified candidates available, etc.
2. Upon receipt of the agency head's request, the Director shall assure that the proposed action complies with the provisions of this policy, and then approve or deny the request. The Director shall maintain a log of such requests and their dispositions.
3. If the request is approved, the agency head shall inform the candidate that transportation or travel expenses will be paid by the agency subject to the state's policies and procedures. The agency head may then schedule and conduct the candidate's in-person interview. To the extent practicable, arrangements should be made and paid by the agency rather than dealt with as a reimbursement to the interviewee. Hotel accommodations are to be limited to two nights.
4. By September 1 of each year for the prior fiscal year, the agency head shall report these expenditures to the Governor's Office of Strategic Planning and Budgeting, the Joint Legislative Budget Committee, and the Director.

**Related Forms:**

- *Agency Request to Pay Interviewing Expenses for an Out-of-State Candidate* form
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- *New Employee Moving/Transportation Costs Agreement* form

**Corresponding Policies:**

- Transportation or Moving Expense Reimbursement for New Employees Policy
- State of Arizona Accounting Manual and applicable GAO policies

**Contact:**

If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

**Policy History (supersedes):**

Not applicable