



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title: Interview/ Travel Expenses Incurred by Candidates for Staff Appointment

Effective Date:

June 3, 1991

Policy:

[Section 203 of the NYS State Finance Law](#) and [8 NYCRR § 8.14](#) (Comptroller's Regulations) serve as the basis of the University's policy on reimbursement of interview travel expenses incurred by candidates for staff appointment.

In the area of professional service recruitment, institutions of higher education have traditionally recruited on a national basis. Moreover, such national recruitment is now mandated by affirmative action requirements which require the University to recruit in such a manner that maximizes the number of underrepresented groups applying for vacancies. In this context, national recruitment and the concomitant payment of candidates reasonable travel expenses is essential to the University's operations.

Section 355, subdivision 4 of the New York State Education Law provides the authorization for the University to pay professional service candidates travel expenses without having first determined that a shortage of New York State candidates exists, as indicated in [Section 203 of the NYS Finance Law](#), and [Section 8.14](#) of the Comptroller's Regulations.

Accordingly, the University's policy is:

1. Reimbursement of travel expenses for candidates for appointment to positions in the professional (unclassified) service and positions in the exempt, non-competitive and labor classes of the classified (civil) service are permitted if approved by the campus president or designee.
2. Reimbursement of travel expenses for candidates for appointment to positions in the competitive class of the classified (civil) service are permitted only after the Department of Civil Service has determined that there exists a shortage in New York State of qualified candidates for appointment.
3. Reimbursement of travel expenses will be allowed only to persons residing more than 50 miles from the interview site.

4. At the discretion of the individual campus, the reimbursement for interview expenses may be less than but shall not be greater than the travel allowances permitted New York State employees.

5. Transportation and lodging requests may be used in situations only where it is clearly demonstrated that it would be of extreme financial hardship on the part of the candidate, or that other unusual circumstances would be detrimental toward the interview if such request was not allowed. Use of such requests should be limited and not used on a routine basis.

6. Reimbursement of interview travel expenses must be provided within the campus allocation for travel expenses.

Procedure:

In support of this policy, the following links and/or references to related University procedures are included:

- Prepare a travel order in the usual manner, approved by the campus president or designee.
- If the position is in the competitive class of the classified (civil) service, enclose with the travel order a statement, prepared by the University's Office of Employee Relations and Personnel Operations, indicating that the candidate was interviewed for a position for which it has been determined by the State Department of Civil Service that a shortage of qualified New York State candidates exists.

NOTE: PRIOR APPROVAL IS REQUIRED. Commitments to pay for interview expenses for candidates for appointment to positions in the competitive class of the classified (civil) service cannot be approved on a retroactive basis.

- Submit a travel expense voucher in the usual manner except that the official station is to be left blank.
- In the "purpose" section of the travel expense voucher for candidates for appointment to positions in the competitive class of the classified (civil) service, refer to the statement which accompanied the travel order. In the "purpose" section of the travel expense voucher for candidates for appointment to positions in the professional (unclassified) service and positions in the exempt, non-competitive and labor classes of the classified (civil) service, reference should be made to the vacancy for which the travel expenses were incurred.
- Copies of the transportation request and lodging request, if used, must accompany the voucher.

Forms:

Where applicable, this section contains links and/or references to forms as they relate to this policy:

[Travel Information Forms available from the Office of General Services](#)

Statement of Automobile Travel

State of New York Travel Voucher

Reference(s):

Section 203 of the NYS Finance Law provides, in part:

"1. The appointing authority of a department or agency of the state, subject to the regulations hereinafter mentioned and to the extent that appropriations are available therefore, may reimburse persons for travel expenses incurred in travel necessary to attend interviews conducted by such department or agency for appointment to positions in the service of the State for which there exists in New York State a shortage of qualified candidates. Positions in the competitive class for which there are shortages of qualified candidates shall be determined by the state department of civil service; for positions outside the competitive class such determination shall be made by the head of the department or agency in which the positions are authorized. The comptroller shall adopt and may from time to time amend regulations for carrying into effect the provisions of this section..."

"2. The reimbursement of travel expenses to a person attending an interview conducted by a department or agency of the state shall be made from monies appropriated and available to such department or agency for travel expenses. Travel expenses shall be payable after audit and upon the warrant of the comptroller..."

Comptroller's Regulations

[Section 8.14 of the Comptroller's Regulations](#) (Title 2, Chapter 1, Part 8 of the Official Compilation of New York Codes, Rules and Regulations) provides, in part:

"(a) The appointing officer of an agency may authorize reimbursement for travel expenses necessarily incurred by candidates attending interviews for positions for which there is a shortage of qualified candidates."

"(b) Reimbursement will be allowed to candidates who reside over 50 miles from place of interview."

"(c) Expenses may include transportation, food and lodging."