

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 301—Travel Allowances**

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**PART 301-32—PRE-EMPLOYMENT INTERVIEW TRAVEL**

**SUBPART A—GENERAL RULES**

Sec.

- 301-32.1 What is the purpose of the allowance for pre-employment interview travel expenses?  
301-32.2 Am I eligible to travel at Government expense to a pre-employment interview?  
301-32.3 Must FAA pay my pre-employment interview travel expenses?  
301-32.4 Under what conditions may FAA pay for pre-employment interview travel expenses?

**SUBPART B—TRAVEL EXPENSES**

Sec.

- 301-32.100 What pre-employment interview travel expenses may FAA pay?  
301-32.101 Must FAA pay all my pre-employment interview travel expenses?  
301-32.102 What standard of care must I use in incurring travel expenses?  
301-32.103 Who is responsible for excess costs and additional expenses?  
301-32.104 Must I keep a record of expenditures and receipts?

**SUBPART C—OBTAINING TRAVEL SERVICES AND CLAIMING REIMBURSEMENT**

- 301-32.200 How do I pay for expenses?  
301-32.201 May I use an individual contractor-issued travel charge card?  
301-32.202 May I receive a travel advance or contractor-issued travelers checks?  
301-32.203 How do I obtain common carrier transportation?  
301-32.204 Am I responsible for tickets and GTR's?  
301-32.205 What should I do if I exchange my ticket?  
301-32.206 Where should I obtain lodging?  
301-32.207 Must I prepare and submit a travel claim?  
301-32.208 What if I make a fraudulent statement in my travel claim?

**SUBPART A—GENERAL RULES**

- § 301-32.1 **What is the purpose of the allowance for pre-employment interview travel expenses?** To facilitate the recruitment of highly qualified individuals.
- § 301-32.2 **Am I eligible to travel at Government expense to a pre-employment interview?** Yes, if you are an interviewee.
- § 301-32.3 **Must FAA pay my pre-employment interview travel expenses?** No. FAA determines if it is in the Government's interest to pay your pre-employment interview travel expenses.

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 301—Travel Allowances**

---

- § 301-32.4**      **Under what conditions may FAA pay for pre-employment interview travel expenses?**      FAA may pay your travel expenses if:
- (a) You are selected to be interviewed as provided in PRIB 19;
  - (b) The interviewing office determines that it is necessary in the interest of the Government to pay pre-employment interview travel expenses so that the interviewing office is able to recruit highly qualified candidates; and
  - (c) You meet any other criteria that your LOB, staff office, or Office of Chief Counsel has established for payment of pre-employment interview travel expenses.

**SUBPART B—TRAVEL EXPENSES**

- § 301-32.100**      **What pre-employment interview travel expenses may FAA pay?**      FAA may pay to you or on your behalf the same travel expenses, subject to the same limitations, it would pay if you were an employee traveling on official business, including:
- (a) Transportation expenses as provided in part 301-10 of this chapter;
  - (b) Subsistence expenses as provided in part 301-11 of this chapter;
  - (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and
  - (d) Travel expenses of an individual with a disability as provided in part 301-13 of this chapter.
- § 301-32.101**      **Must FAA pay all my pre-employment interview travel expenses?**      No. FAA may pay all or part of your pre-employment interview travel expenses. If FAA decides to pay your subsistence or common carrier transportation costs, however, it must pay the full amount of such cost to which you would be entitled if you were a Government employee traveling on official business.
- § 301-32.102**      **What standard of care must I use in incurring travel expenses?**      You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- § 301-32.103**      **Who is responsible for excess costs and additional expenses?**      You are responsible for excess costs and any additional expenses that you incur for personal preference or convenience. FAA will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.
- § 301-32.104**      **Must I keep a record of expenditures and receipts?**      Yes. You will need a record of your expenditures when you file a travel claim with FAA. You should retain all receipts until your claim is settled even if FAA does not require the submission of receipts for certain items.

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 301—Travel Allowances**

**SUBPART C—OBTAINING TRAVEL SERVICES AND CLAIMING REIMBURSEMENT**

§ 301-32.200      **How do I pay for expenses?**      As follows:

<b>For...</b>	<b>You use...</b>
Common carrier transportation expenses other than local transportation,	A GTR or bill the expenses to a centrally billed account.
Other expenses,	Cash or other personal form of payment and file a travel claim for reimbursement.

§ 301-32.201      **May I use an individual Government contractor-issued travel charge card?**      No.

§ 301-32.202      **May I receive a travel advance or contractor-issued travelers checks?**      No.

§ 301-32.203      **How do I obtain common carrier transportation?**      Do not purchase your own ticket if FAA is paying for your transportation. The interviewing office should provide you a ticket. The interviewing office may, however, authorize you to obtain a ticket through its travel management system. You must use contract passenger transportation service if available.

§ 301-32.204      **Am I responsible for tickets and GTR's?**      Yes. FAA will provide you with written instructions on how to handle tickets, including unused tickets, and GTR's. You will be liable for the cost of the tickets until:

- (a) All ticket coupons have been used for pre-employment interview travel; or
- (b) All unused tickets or coupons have been properly accounted for in accordance with the interviewing agency's policy.

§ 301-32.205      **What should I do if I exchange my ticket?**      You must do the following:

<b>If...</b>	<b>You must...</b>
The new ticket is greater in value than the ticket the FAA provided you,	Pay the difference using personal funds and you will not receive reimbursement for the extra amount.
The new ticket is less in value than the ticket the FAA provided you,	Provide the carrier the "bill charges to" address provided by the interviewing office so that the carrier will be able to make a refund directly to the FAA. The carrier will give you a receipt or ticket refund application which you must then provide to the interviewing office in accordance with its administrative procedures.

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 301—Travel Allowances**

---

- § 301-32.206**      **Where should I obtain lodging?**      It is the policy of the Government to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation. Although you may obtain lodging at any place of your choosing, you are strongly encouraged to stay at an approved (fire-safe) accommodation when you require commercial lodging. The interviewing office will provide you a list of approved accommodations in the interview area.
- § 301-32.207**      **Must I prepare and submit a travel claim?**      Yes, you must prepare and submit a travel claim in accordance with FAA's procedures to receive reimbursement for pre-employment interview travel expenses. The interviewing office will assist you in the preparation of the travel claim.
- § 301-32.208**      **What if I make a fraudulent statement in my travel claim?**      If you make a fraudulent statement, you:
- (a) Will forfeit your claim against the United States (28 U.S.C. 2514) and
  - (b) May be subject to criminal penalties if you knowingly present a false, fictitious, or fraudulent travel claim (18 U.S.C. 287 and 1001).