



# U.S. Chemical Safety and Hazard Investigation Board

**SUBJECT:** PAYMENT OF PRE-EMPLOYMENT INTERVIEW EXPENSES

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1. **PURPOSE.** This Order establishes policies and procedures for the request and authorization of payment of pre-employment interview expenses for prospective CSB employees.
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **REFERENCES.** Under 5 U.S.C. sec. 5706(b) and 5 C.F.R. sec. 572.101, the CSB has the authority to pay an applicant for expenses for travel to and from a pre-employment interview.
4. **POLICY.** Pursuant to this authority, the CSB hereby establishes the following policy on payment of pre-employment interview expenses: The CSB may pay pre-employment interview travel expenses for qualified applicants for any vacant position at the CSB, provided that the applicant lives outside of the Washington, D.C., metropolitan area, merits an interview in the judgment of the hiring official, and is otherwise eligible for reimbursement in accordance with this Order and the pertinent provisions of federal law;
  - a. The Human Resources Director will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses;
  - b. The Human Resources Director will determine what expenses will be paid for each individual interviewee in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304);
  - c. The Human Resources Director will be responsible for submitting travel and reimbursement requests for interviewees, coordinating travel arrangements, and obtaining the interviewee's banking and other information that is required for the reimbursement to be made;
  - d. A decision made in connection with one vacancy does not require a like decision in connection with future vacancies;
  - e. Payment of travel expenses must be in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304); and
  - f. The Human Resources Director is required to maintain records of payments made under this policy and to make these records available to the Board and OPM upon request.
5. **REVIEW & UPDATE.** At least once per year, the Human Resources Director will meet with the Director of Financial Operations and the Chairperson to review expenditures under this order. The Human Resources Director will be responsible for reviewing this policy annually to determine if there are any required changes.

## **U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

March 2, 2000; Amended, October 25, 2007

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