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Memorandum

OFFICE OF THE INSPECTOR GENERAL

DATE: September 30, 2005

REPLY TO

ATTN OF: Assistant Inspector General for Audits

SUBJECT: Payment of Pre-employment Interview Travel Expenses
Report Number 05-05

TO: Chief Financial Officer
Chief Human Capital Officer

During the recent Office of Inspector General (OIG) Audit of the GPO Travel Program, we identified a situation where a candidate for a senior position with GPO submitted a claim for invitational travel and apparently received reimbursement for travel expenses incurred by his spouse related to a pre-employment interview with GPO officials in Washington, D.C.


The Federal Travel Regulations (FTR) generally govern official travel by employees and prospective employees of the federal government. GPO adopted the FTR on February 22, 2005. The FTR does not specifically allow for the payment of travel expenses for spouses accompanying candidates on pre-employment interviews. Moreover, Section 301-75.3 of the FTR requires agencies to establish policies and procedures governing: (1) the criteria in which individuals or positions qualify for payment of pre-employment interview travel expenses; (2) who determines that a person qualifies; and (3) who determines what expenses are authorized for each interviewee.

Upon further review, we found that GPO does not have any specific policies and procedures governing pre-employment interview travel expenses. While the issue that brought this matter to our attention has been resolved, GPO should take prompt action to draft policies and procedures in accordance with Section 301-75.3 of the FTR detailing what travel expenses will be reimbursed for pre-employment interviews.

In separate meetings held on September 9, 2005, with members of my staff and with representatives from the Chief Financial Officer (CFO) and the Chief Human Capital Officer (CHCO), they agreed to take the following actions on the processing of future pre-employment interview travel expenses:

- The CFO in coordination with the CHCO should establish policies and procedures governing pre-employment interview travel expenses in accordance with Sections 301-75.3(a), (b), and (c) of the FTR.

Please notify this office when the agree-upon actions have been completed. If you have any questions regarding this report, please contact Mr. Joseph Verch, Supervisory Auditor, at (202) 512-0065, or me at (202) 512-2009.


Kevin J. Carson
Assistant Inspector General for Audits

cc:
Deputy Chief of Staff
Assistant Chief of Staff for Analysis