

**U.S. DEPARTMENT OF EDUCATION**  
**PERSONNEL MANUAL BULLETIN**

**PMB** 572-2

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**APPROVED:**

VERONICA D. TRIETSCH

Director of Personnel

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\*Use with PMI 572-2, dated 11/23/90

**SUBJECT:** Travel and Transportation Expenses; New Appointees and  
Preemployment Interviews

I. AUTHORITY

The Federal Employees Pay Comparability Act of 1990 (P.L. 101-509) permits agencies to pay candidates' travel expenses for interviews and new appointees' relocation expenses for any position. Interim regulations, 5 CFR Part 572; 5 U.S.C. 5706b and 5723, were published in the Federal Register, February 14, 1991, to implement these provisions. Actual expense allowance payments must be in accord with governing provisions of Chapter 2 of the Federal Travel Regulations (FPMR 101-7).

II. IMPACT ON PMI 572-2

Delete Sections III.B.2., IV, V, VII, VIII, and all additional references to candidate shortages throughout the PMI.

III. NEW APPOINTEES - FIRST DUTY STATION

A. The Department may pay an appointee's travel and transportation expenses to the first post of duty for any position, whenever it determines that such payment is appropriate. The interim regulations remove the requirement to determine that a shortage of candidates exists before paying a new appointee's travel and transportation expenses to the first post of duty. The regulations retain existing language reinforcing Department discretion in deciding whether to pay relocation expenses for any position.

B. Decisions on payment of travel and transportation expenses to first duty station are to be made by Headquarters Executive Officers and Regional Office Program Heads. In making these decisions, consideration should be given to such factors as availability of funds, as well as the desirability of offering a recruiting incentive to a particular candidate.

C. Payment Requirements

Personnel Manual Instruction (PMI) 572-2, dated November 23, 1990, will be revised to conform with this expanded authority to pay relocation expenses for new appointees. However, in implementing this policy, the current PMI 572-2 will continue to provide the requirements for the payment of expenses for travel, transportation of immediate families, and transportation of household goods and personal effects.

IV. PREEMPLOYMENT INTERVIEWS

A. The Department may pay the expenses of an individual being considered for employment for travel to and from a preemployment interview for any position. The interim regulations retain existing language reinforcing agency discretion in deciding whether to pay candidate interview expenses for any position.

B. Decisions on payment of applicant travel expenses for preemployment interview are to be made by Headquarters Executive Officers and Regional Office Program Heads. In making these decisions, consideration should be given to such factors as availability of funds, as well as the desirability of conducting interviews for a particular job.

C. Travel Order Preparation

1. The selecting official will prepare travel orders in accordance with General Services Administration (41 CFR 101-7) travel regulations and pertinent Comptroller General Decisions.
2. In general, travel expenses authorized for preemployment interviews are the same as for those employees traveling on official business. However, for preemployment travel expenses, the subsistence

expenses of applicants may not exceed the actual cost of subsistence or the maximum per diem allowable, whichever is less. Per diem allowance in lieu of actual subsistence is not authorized for preemployment travel [15 Comp. Gen. 206 (1935)]. The selecting official shall inform candidates of this limitation and that receipts will be necessary to substantiate the subsistence costs.

3. Advances of travel funds are not authorized.

## V. RECORDKEEPING

Headquarters Executive Officers and Regional Office Program Heads will maintain records of payments made under this authority and will make those records available to the Personnel Policy, Planning and Evaluation Staff and/or OPM on request.

**EXPIRATION DATE:** This Personnel Manual Bulletin will expire upon revision of Personnel Manual Instruction (PMI) 572-2, Payment of Travel and Transportation Expenses to First Duty Station for New Appointees: Candidate Shortage Positions (GS-15 and Below), Senior Executive Service (SES) Positions, and Presidential Appointees. The revised PMI will also cover payment of travel expenses for preemployment interviews.