

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.400	1 of 1	July 1, 2003 Revised 7/1/16
Subject	EMPLOYEE EXPENSES INTERVIEW EXPENSES		

1. Section 70A.16 of the Code of Iowa allows for the payment of interview expenses of potential departmental employees incurred during the interview process, if approved by the Appointing Authority.
2. Applicants shall be reimbursed for expenses incurred in the interview process at a rate not to exceed Board Member rates for reimbursement of expenses for State of Iowa business.
3. Reimbursement for meals and lodging is limited to the meal and lodging rates in effect for Board Members at the time of the expense. Airfare is reimbursed in accordance with Procedure 210.325. Departments must notify interviewees of these limitations and other pertinent travel policy restrictions. Consideration should be given to making this notification in writing.
4. Actual receipts are required for meals, lodging and airfare expenses, as well as any miscellaneous items that are allowable.
5. Use the following Object Codes when completing reimbursement documents:
 - 2150** - Interview Expenses-Meals
 - 2151** - Interview Expenses-Lodging
 - 2152** - Interview Expenses-Transport
 - 2153** - Interview Expenses-Misc.
6. See Procedure 204.250 for proper forms to use for reimbursement.