

**DIRECTIVE NUMBER: 200-05-16**

**DATE:** January 1, 2016

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Travel Expenses and Time Distribution Charges for Promotion Interviews

1. **Purpose.** To clarify policy for reimbursement of travel expenses; and time distribution charges to be used when an employee interviews for a promotion opportunity.
2. **Reference.** None
3. **Policy.** No travel expenses will be allowed when an employee travels to interview for a promotion opportunity. "Promotion opportunity" refers to interviews for positions within the Department of Labor only.

Time spent traveling to and from, and interviewing for a promotion opportunity will be charged to project/function code 296/IND. Time spent in travel and interviewing for a position outside Department of Labor must be charged to the employee's leave.

4. **Action Required.** Inform all staff of the above policy.
5. **Inquiries.** Annette Morris, (785) 296-5000 x2554.

*Signature on file*

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Lana Gordon, Secretary of Labor

Rescissions: 200-09-05; 200-06-02
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Expiration Date: Continuous
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