

DIRECTIVE NUMBER 200-09-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

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 000/120. 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.

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 200-06-02	Expiration Date: Continuous
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