

No. 9

Travel expense reimbursement for travel to job interviews

Circular by the Minister of Finance of December 22, 1998

(Ministerial Gazette for the state of North-Rhine Westphalia MBl.NRW. 1999 p. 84/Ministerial Gazette Collection for the state of North-Rhine Westphalia SMBl.NRW. 203205),

amended by circular of November 18, 2002 (MBI.NRW. p. 1304)

With effect from January 1, 1999, I request that the following procedure be followed as regards the reimbursement of travel expenses for travel by candidates to job interviews for the public service:

- 1 Candidates who have been invited to attend an interview will have the necessary travel expenses that are incurred reimbursed. Travel expenses incurred at the place of residence and place of interview will not be taken into account.
- 2 Necessary travel expenses are the costs of the lowest class of a regularly operating mode of transport for the shortest journey. Train surcharges, surcharges for high-speed trains, and the cost of using sleeping cars will not be reimbursed.

In the case of using a private motor vehicle, a mileage allowance amounting to the rates stated in Section 6(2) LRKG will be granted as a reimbursement of expenses; the reimbursement will not exceed the travel expenses that could have been reimbursed if a regularly operating mode of transport had been used.

Flight costs will be reimbursed up to the amount that would be reimbursable for an overland journey.

- 3 If candidates live abroad, in addition to the reimbursement of travel expenses for domestic routes (numbers 1 and 2), half of the corresponding travel expenses for international routes may be reimbursed. This restriction may be waived if there is a particular public interest in recruiting the candidates and the candidates are hired. In such cases, the full flight costs may also be reimbursed contrary to Clause 1 – Section 5(1)(4) LRKG applies accordingly; if the candidate is not hired, only half of the flight costs will be reimbursed.
- 4 If an overnight stay is necessary at the overseas place of interview and no free accommodation is provided ex officio, the candidates will receive an accommodation flat rate of 20 euros per necessary overnight stay.
- 5 If the travel for the interview does not begin or end at the place of residence, the maximum reimbursement will be that which would have been paid if the trip had begun and ended at the place of residence.
- 6 In the case of a selection procedure lasting at least one full day, candidates may be offered a reasonable lunch and soft drinks free of charge. In the case of a selection procedure lasting several days with the provision of free accommodation, breakfast and dinner may also be provided free of charge to an appropriate extent. Existing canteens are to be used.

- 7 Candidates should be informed in the invitation to attend the interview that a reimbursement will be granted to them as per this circular upon application.
- 8 Travel expenses are to be borne by the authority that issued the invitation to the interview. They are to be booked to fixed title (Festtitel) 546.10.
- 9 This rule applies to all travel to job interviews, regardless of whether or not the candidate already works in the public service. Travel to interviews by federal state employees that is ordered or approved by the competent authority in accordance with Section 2(1) LRKG will be treated as business trips.
- 10 The supreme state authorities may decide to refrain from the reimbursement of travel expenses according to this decree for administrative areas in which there is a surplus of candidates.
Candidates must be informed in writing when they are invited to attend an interview that their travel expenses cannot be reimbursed.
- 11 My circular of October 18, 1977, (SMBI.NRW. 203205) will be repealed with effect from December 31, 1998.

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- 1) With the circular of September 21, 1981 – 1 B 4 – 3632 (not published), the MWF has made the following provision for the travel of candidates for professorships:

“Travel by candidates for professorships (pay grade C 2 to C 4), which is conducted before the appointment is made (as a rule, these should be journeys to trial lectures), is to be reimbursed according to the circular by the Minister of Finance of October 18, 1977 (MBI.NW. p. 1695, SMBI.NW. 203205)²⁾.

Travel that becomes necessary after the appointment is to be treated as a business trip. The costs incurred by candidates who were previously employed outside the public service must be accounted for according to travel expenses level “B”. Candidates who are already in the public service will be reimbursed according to the travel expenses level corresponding to the pay grade/remuneration group to which the business traveler belongs during his business trip on the basis of the effective appointment or the existing work contract.

Travel expenses are to be booked to fixed title (Festtitel) 546.1.

My decrees I B 4 – 3632 – of June 29 and December 6, 1979, are repealed by this decree.

In agreement with the Minister of Finance.”

1) See Note 15 to Section 17 LRKG in Part B; according to the MWF, the circular of September 21, 1981, will continue to apply (mutatis mutandis).

2) Printed above; in the version of circular of December 22, 1992, amended by circular of November 18, 2002.