

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Travel and Business Expenses**
 Policy: **Interview Expenses**

Number: **4410**
 Date: **2016-12-13**
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Interview Expenses

Objective *The objective is to provide for the reimbursement of reasonable travel and sustenance expenses incurred by prospective employees while attending interviews.*

Authority *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*

Applicability This policy applies to ministries.

Treasury Board Policy .01 The permanent head of a ministry or delegate may specifically approve the reimbursement of reasonable travel and sustenance expenses incurred by prospective employees while attending interviews. Public Service Commission rates apply.

.02 The permanent head may also approve the reimbursement of expenses incurred by the spouse of a prospective employee in the course of visiting the community in which the candidate will have his headquarters. Such approval is reserved for difficult to fill senior management level positions and only when it is considered necessary for effective recruitment.

Provincial Comptroller Directives .03 Reimbursement of interview expenses is discretionary and not an entitlement of a prospective employee.

These costs would be an expense of the hiring ministry.

.04 Prospective employees include candidates both internal and external to Government.

.05 Allowances for meals, accommodation and mileage are set out in the Saskatchewan Public Service Commission Human Resource Manual, PS 601 – Travel Allowances ([PS 601-1](#), [PS 601-2](#), [PS 601-3](#), [PS 601-4](#) and [PS 601-A](#)).

.06 Supporting documentation must include a statement of interview expenses signed by the applicant and must be accompanied by receipts.

.07 A [Statement of Interview Expenses](#) form should be completed and signed by the applicant. Receipts must accompany all claims for reimbursement. Approvals set out in the above policies are required.

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References

[3101 GRF Payment Responsibilities](#)

Saskatchewan Public Service Commission Human Resource Manual,
[PS 601-1](#), [PS 601-2](#), [PS 601-3](#), [PS 601-4](#) and [PS 601-A](#)