

## 410 - EMPLOYMENT APPLICANT TRAVEL REIMBURSEMENT

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- Section 410.01 Purpose** It is the goal of Fort Bend County to attract and retain high caliber employees. Therefore, Fort Bend County may allow travel reimbursement to applicants selected for interview for professional/executive-level positions, as authorized by the Human Resources Department.
- Section 410.02 Authority** According to a 1995 Attorney General Opinion Letter (DM-317), Commissioners Court is vested with the authority to pay the travel and related expenses of a prospective employee.
- Section 410.03 Criteria** Funds for applicant travel are limited. Therefore, the following criteria must be met before the Human Resources Department will recommend approval for reimbursement of an applicant's travel expenses.
- A. Only applicants being interviewed for professional or executive-level positions will be eligible to apply for travel reimbursement.
  - B. Only applicants selected and scheduled for on site interviews at a Fort Bend County office will be eligible to apply for travel reimbursement.
  - C. Only applicants who reside and work outside of the Greater Houston Metropolitan area will be considered for travel reimbursement.
- Section 410.04 Reimbursement** Reimbursement for applicant travel expenses shall be in accordance with the County Travel Policy as prescribed by the County Auditor and adopted by Commissioners Court. The current policy and forms are available on the intranet or by contacting the County Auditor's Office. Further information is also available in Section 411 of this manual.
- Section 410.05 Process** The Human Resources Department will assist the applicant with travel arrangements and the expense reimbursement process. Expenses for applicant travel will be funded within the Human Resources budget.
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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
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