

FROM THE OFFICE OF THE MAYOR

**ADMINISTRATIVE PROCEDURE
MEMORANDUM NO. 2-2**

**SUBJECT: TRAVEL EXPENSES FOR JOB APPLICANTS INVITED TO MADISON
FOR INTERVIEWS**

Travel expenses of applicants to be interviewed for vacant positions listed in the Administrative Procedure Memorandum No. 2-1 will be paid by the City under the following conditions:

1. The applicant has successfully qualified for the minimum requirements of the position.
2. The applicant lives more than 100 miles from Madison; if the distance involved is greater than 800 miles, approval of the Mayor must be obtained in advance.
3. If the applicant is offered the position for which he/she has applied and declines to accept the offer of the position, the City will not pay travel expenses incurred by the job applicant.
4. Funds to pay expenses of job applicants invited to Madison are no longer included in the Human Resources Department's budget. Payment of these expenses will be charged to the requesting department or division. Budgetary status should be reviewed before applicants are invited to travel to Madison.



Paul R. Soglin
Mayor

APM No. 2-2
February 27, 1974

NOTE: The provisions of this memorandum are not applicable to the Madison Redevelopment Authority which is governed by the regulations of the Department of Housing and Urban Development on this subject.