

U.S. Department of Justice

Office of Attorney Recruitment and Management

Washington, D.C. 20530-0001

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TO: Attorney General's Honors Program Candidates Selected for an Interview(s)

FROM: Deana M. C. Willis
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SUBJECT: Travel and Interview Information

Congratulations! You have been selected to interview for an entry-level attorney position with the Department of Justice. We want your interview experience to be a positive one. **Please read this memorandum carefully.** It explains how to schedule your interview, provides information about travel costs and reimbursement, tells you where to report for your interview and what to bring with you, and answers other important questions.

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A. [Scheduling Your Interview](#)

- All interviews conducted in Washington, DC, will be scheduled between Monday, October 25th and Friday, November 12th, 2004 (excluding weekends, Election Day [11/2] and Veterans' Day [11/11])
 - The Antitrust Division will interview selected candidates in Antitrust field offices between Monday, October 18th, and Friday, October 22nd. Division staff will contact candidates directly to schedule field office interviews. Any travel costs will be compensated by the Antitrust Division. Candidates who are interviewed at Antitrust field offices may also be interviewed by other components in Washington, DC
- When you receive notice that you have been selected for an interview, please complete the [Travel Survey](#) form located on the Honors Program "Interviews" web page. This form should be faxed to the number that appear on the bottom of the form **no later than 48 hours after you receive your notice. Please fax the form one time only.**
- The Department of Justice Conference and Contract Center (CCS) will schedule your interview based on the information provided in your travel survey. Interviews will be scheduled to allow same-day travel (when possible). [The Department funds interview travel once per candidate.](#) If you are selected for more than one interview, expect to see the interviews scheduled on the same day.
- The CCS staff will assign you to a specific interview week and schedule your interview(s)

during this period. CCS will make every effort to consider the preferred week and day listed on your Travel Survey, but cannot guarantee your preferred schedule because of variables affecting Government-contracted travel (e.g., airline available, timing of flights). You will be notified if you cannot be scheduled during your preferred week. **Please do not ask to change your interview(s) schedule except in the case of a major emergency. We are unable to accommodate personal plans. If an emergency arises, please contact the assigned scheduler indicated on your itinerary. If you are unable to reach the designated scheduler, please call (202) 616-3803.**

- Please be patient during the scheduling process. You should receive your itinerary no later than the Wednesday prior to the week during which your interview(s) is scheduled. **The CCS will fax you travel authorization, itinerary and interview schedule to you using the fax number you indicated on your Travel Survey. Please be sure that you check the fax machine or that someone near the fax is aware that you are expecting material from the Department who will contact you when it arrives.** The CCS will schedule interviews as quickly as possible; however, please be aware that the process for booking travel is complex and can take some time.

B. Travel and Other Reimbursable Expenses

- Covered Costs

- **TRAVEL:** If you travel to Washington by air or by train, the Department will pay directly for your travel and issue an e-ticket to minimize your out-of-pocket expenses. Candidates who travel by air or train are required to use public transportation (e.g., Metrorail, Metrobus) while in Washington, DC. Candidates authorized for overnight lodging may also use hotel shuttles to and from the airport. **Taxi fare will not be reimbursed with a limited number of exceptions**
 - **Reagan National Airport:** Most candidates who travel by air will arrive at Reagan National Airport. The most convenient transportation from this airport is Metrorail.
 - **Dulles International Airport:** A very limited number of candidates who travel by air will arrive at Dulles International Airport. If you are authorized for overnight lodging, please travel to your destination using the courtesy shuttles provided by local hotels. **If you are a same day traveler or if your hotel does not offer shuttle service, the Department will reimburse up to \$100.00 for the cost of round trip taxi service to and from the airport.**
 - **Union Station:** If you travel by train, you can take Metrorail directly from the station to your destination.
 - **Ground Transportation:** Metrorail and Metrobus will take you all over Washington, DC. Route maps and other information is available on the Metro website at www.wmata.com. There is a "Ride Guide" on the site that provides specific directions to your destination and fare information. Most fares are less than \$2.00 per trip.
 - **Travel by Car:** Individuals within driving distance of Washington, DC, who wish to drive should indicate that preference on the Travel Survey. If cost is less than commercial travel costs - or if you are willing to accept reimbursement of commercial travel costs in lieu of

actual cost to you, you may drive to your interview. **Please note that approval to drive must be received in advance.** You will be reimbursed at the rate of 37.5 cents per mile plus road tolls. Repair costs, gasoline, towing and alternate means of transportation expenses in the event of a breakdown are not reimbursable. Also note that election to drive does not entitle you to per diem or lodging at Government expense if same-day travel by commercial carrier is available.

- **HOTELS:** If you are authorized for an overnight stay, lodging costs will be reimbursed in accordance with the current Government per diem rate. The Department cannot prepay lodging. If your approved schedule requires an overnight stay, the Department will reserve a room for you in a hotel that accepts the Government rate. **When you receive your travel itinerary (which will include the name of your hotel, your confirmation number and the hotel telephone number), you must contact the hotel directly and provide a credit card number to guarantee your reservation.** In order to avoid hotels fees for unused rooms, the CCS will cancel all unconfirmed reservations on the morning of the day for which the lodging is scheduled. If you fail to guarantee your reservation, you may arrive in Washington with no place to stay. **If your travel plans change for any reason, you must cancel your hotel reservation as well. If you fail to cancel, you will be responsible for any hotels fees charged to your credit card account.** Absent extreme circumstances, the Department will reimburse for one night's lodging only. FY 2004 per diem for lodging is \$150 per day. **You are required to present your travel authorization to the desk clerk when you check to qualify for the government rate. You must also request the tax exemption available for Government-funded lodging.** If you fail to request the tax exemption, you will be responsible for paying any tax charges associated with your stay.
- **MEALS AND INCIDENTAL EXPENSES (M&IE):** You are eligible for partial reimbursement of M&IE **if and only if** your interview schedule, including travel, **exceeds** 12 hours. The current per diem M&IE rate is \$51.00 per day. Travelers are reimbursed at 75% of that rate or \$38.25.
- **SPECIAL ACCOMMODATION:** Costs associated with reasonable accommodations based on a disability or special need that affects your travel may be authorized. Contact the CCS staff at (202) 616-3803 for a case-by-case determination before you travel
- **PLEASE NOTE:** Travel Authorizations contain **estimated costs.** Estimates are generally higher than actual reimbursable costs.

- Costs Not Covered

- The Department will not pay for excess costs resulting from circuitous routes or unnecessary delays. It will not pay for lodging in excess of the per diem rate or for unnecessary or unjustified services.
- When same-day travel is possible, the Department will not authorize an overnight stay. It will not reimburse you for lodging should you elect to stay overnight or if you travel by car for personal convenience.

- The Department will not pay for ground transportation to interview sites **except as reasonable accommodation for candidates with disabilities or special needs that has been approved in advance.**
- The Department does not reimburse tips, telephone calls, laundry, fax, or other special services

C. Interview Site and Security

- **Security:** You will need two forms of photo identification to clear security at the Department. We recommend that you arrive **at least 30 minutes** prior to your interview to get through the security procedures and to find your interview room.
- **Interview Site:** All interviews will be conducted in the Robert F. Kennedy Main Justice Building, 950 Pennsylvania Avenue, NW. Candidates must enter the building through the Visitor's Center on Constitution Avenue, between 9th and 10th Streets. The nearest Metrorail stations are Archives/Navy Memorial (Green/Yellow Lines) located on Pennsylvania Avenue (two blocks from the Constitution Avenue entrance) and Federal Triangle (Blue/Orange Lines) located on 12th Street (two and one-half blocks from the Constitution Avenue entrance). The CCS staff will provide specific information about your interview(s) - date(s), time(s) and room number(s) - when they send you your Travel Authorization and itinerary.

D. Canceling or Rescheduling Your Interview/Unexpected Extensions of Travel

- **Pre-Interview Cancellation or Rescheduling:** Please do not ask to change your interview(s) schedule except in the case of a major emergency. We are unable to accommodate personal plans. If an emergency arises, please contact the assigned scheduler indicated on your itinerary. If you are unable to reach the designated scheduler, please call (202) 616-3803. If an emergency requires you to cancel or reschedule your travel, call (800) 685-6342 or the emergency contact number listed on your itinerary. **Once travel arrangements have been made, you are responsible for canceling them. If you are authorized for lodging, be sure to cancel that reservation as well.** You must also notify the CCS staff during normal business hours (8:30 am to 5:00 pm EDT) at 202-616-3803 so that they can reschedule your interview and provide further guidance. **You are not authorized to seek a refund for the prearranged ticket or to make new travel arrangements based on the redemption or exchange of the prearranged ticket without prior approval from the CCS staff.** If you exchange a pre-arranged ticket for a new ticket that is more expensive, you are responsible for the additional charges. (Authorization is not required if you are rerouted by the airline during your travel.)
- **Unexpected Circumstances:** If unexpected circumstances (e.g., flight cancellation, airport closures) require you to remain overnight, you can be reimbursed for unauthorized overnight lodging. You must contact the 24 hour emergency number on your travel itinerary (Omega Travel) and request that they book lodging and, if necessary, make alternative travel arrangements. You must also contact CCS at 202-616-3803 during business hours for further instructions regarding submitting your request for reimbursement to include the new lodging costs. Be sure to show your travel authorization and request tax exemption when you check into the hotel. **In order to be reimbursed, you must retain and submit the original hotel receipt.** Maximum reimbursement for the Washington, DC, area is (\$150 per day)

E. Requesting Reimbursement

- In order to be reimbursed for expenses incurred during your interview, you must complete a Reimbursement Form (located on the Honors Program Interviews web page) **and fax it with copies of your receipts to the CCS staff at 202-307-0862**. Upon receipt of your form, the staff will prepare a formal travel voucher and fax it to you for your signature. **Sign your voucher and mail it to the CCS staff at 950 Pennsylvania Avenue, NW, Room 7139, Washington, DC 20530. THE DEPARTMENT MUST HAVE AN ORIGINAL SIGNATURE AND THE ORIGINAL RECEIPTS IN ORDER TO PROCESS YOUR REIMBURSEMENT.** Reimbursement processing generally takes two to three weeks from the date the voucher is received.
- Notice of Criminal Penalty If you knowingly present false, fictitious, or fraudulent travel claims, you may be subject to criminal penalties under Title 19, U.S. Code §§ 287, 1001.

F. Miscellaneous Travel Information

- Carrier Selection and Frequent Flier Miles The Department selects airlines based on contract cost to the Government. CCS will not accommodate requests for specific airlines; however, should you happen to accrue frequent flyer miles or other promotional credit based on your travel, you may retain it for your personal use.
- Routing: CCS will route travel based on the terms of Government contracts with the carriers. This may result in intermittent stops, indirect flights, or routing through a carrier hub. Regrettably, you may not alter the route of travel. The Department will not pay for excess costs resulting from circuitous routes, delays, luxury accommodations or services unnecessary or unjustified in the performance of official business. You are responsible for excess costs and any additional expenses that you incur for personal preference or convenience.
- Timing Your Arrival at the Airport Due to time constraints in scheduling and costs associated with paper tickets, the Department uses "E-Tickets". You should arrive at the airport at least 2 hours before your departure time, and bring two forms of photo identification with you to allow sufficient time to get your e-ticket and clear security prior to boarding.