

CANDIDATE EXPENSES CLAIM



Name: _____ Job Title: _____

Address: _____

_____ Candidate appointed: YES / NO

TRAVELLING EXPENSES - Please provide receipts	£	p
Railway fare: From _____ to _____		
Bus or tube fares: From _____ to _____		
Car travel: From _____ to _____ Total number of miles:		

SUBSISTENCE EXPENSES - Please provide receipts	£	p
Overnight Provision Date(s): _____		
Breakfast		
Lunch		
Tea		
Dinner		

Bank Address _____

Sort Code - -

Account Reference

I hereby claim reimbursement of the above expenses which have been or will necessarily be incurred by me in attending the interview.

TOTAL AMOUNT TO BE CLAIMED **£**
 Authorised by: _____

Signed:
 CHAIR OF INTERVIEW PANEL / BUSINESS MANAGER

Signed: Date:

CANDIDATES EXPENSES GUIDANCE NOTES

Before completing this form:-

- 1) All claims must be supported with receipts.
- 2) Please provide us with your bank details so that we can make a BACS payment to you. We require your account number, sort code and bank address and branch.

When will expenses be paid?

- 1) Your expenses will not be paid until after the conclusion of the interview.
- 2) If you are appointed to a position your expenses will be paid to you in your first salary payment.
- 3) In the event of you withdrawing your application, or turning down the offer of employment on grounds which, in the opinion of the interviewing panel are inadequate, no expenses will be paid.
- 4) Candidates coming from overseas will, as a rule, be reimbursed travelling and subsistence expenses from the point of disembarkment in this island (which includes the Isle of Wight, Anglesey and Isle of Man, but excludes the Channel Islands). Expenses will be paid to candidates from Eire and The Channel Islands, if they normally reside or work here.

The Council will only pay the following expenses outside a 10 mile radius of Woking.

- 1 **Rail or tube fares:** You can claim the second class rail fare.
- 2 **Bus fares:** You can claim the amount of your receipt.
- 3: **Car travel:** You can claim 25p per mile.

Please note the Council will reimburse you the cheapest of the 3 options above.

4. Subsistence expenses up to the following amounts:

- Breakfast £5.62

The breakfast allowance may be claimed only if your departure from home is before 7.30 am.

- Lunch £7.68

The lunch allowance may be claimed only if your departure is before 12.30 pm, or the return home is after 2.30 pm.

- Tea £3.07

To claim the tea allowance, your absence must extend until 6.30pm.

- Evening Meal £9.60

To claim the evening meal allowance your expense must be incurred after 8.30 pm.

- **Overnight Provision**

Candidates who have to make an overnight stay will be reimbursed expenses above. This allowance may be claimed only if the return journey cannot be made in one day.