

CANDIDATE EXPENSES CLAIM



PLEASE PRINT

Name: _____ Post: _____

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		
Overnight Provision Date(s): _____ Breakfast Lunch Tea Dinner		

TOTAL AMOUNT TO BE CLAIMED	£		
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Authorised by:
 Signed:
 CHAIRMAN OF INTERVIEWING COMMITTEE /
 HEAD OF SERVICE OR DEPUTY

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

Signed: Date:

Remember to add payment slip at the top of “master” copy.

REIMBURSABLE EXPENSES OF CANDIDATES INTERVIEWED

1. Rail, Bus or tube fares incurred: Second class rail fare is applicable except where Conditions of Service allow otherwise.
2. Car Travel: The cost must not exceed that of Public Transport i.e. 2nd class rail fare.
3. Subsistence expenses up to the following amounts:
 - Overnight Provision Candidates who have to make an overnight stay will be reimbursed expenses **if** receipts are produced.

 - Breakfast, Lunch, Reasonable claims with receipts, will be accepted. See Note 1 of
Tea and Dinner “Conditions of Payment”.

CONDITIONS OF PAYMENT

1. Overnight allowance may be claimed only if the return journey cannot be made in one day. The breakfast allowance may be claimed only if departure from home is before 7.30 am. The lunch allowance may be claimed only if departure is before 12.30 pm or, return home is after 2.30 pm. To qualify for tea allowance, absence must extend until at least 6.30 pm and for lunch to at least 8.30 pm.
2. Expenditure on meals, in respect of which allowance is claimed, must actually have been incurred.
3. 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.
4. Expenses of candidates will not be paid until after the conclusion of the interview, and in the event of a candidate withdrawing application or refusing the offer of employment on grounds which, in the opinion of the interviewing Committee are inadequate, no expenses will be paid.
5. The expenses of a candidate appointed to a post will not be paid until they take up their post, and any other expenses necessarily incurred by them will be payable only on the production of receipted vouchers except for items of a minor nature, e.g. bus fares.
6. All interview expenses due to the unsuccessful candidates will be paid by BACS payment and sent to the address shown overleaf. Please provide your account details for this purpose.