



INTERVIEW IN CONNECTION WITH STAFF APPOINTMENT - CLAIM FOR EXPENSES

1 PERSONAL DETAILS	
Name of Claimant	
Address	
E-mail	Post Code Tel No.

2 BANK ACCOUNT DETAILS FOR PAYMENT OF EXPENSES	
Bank Name & Branch	
Account Name	
Sort Code	Account No.

3 DETAILS OF POST APPLIED FOR	
Post Title	
Service	Date of Interview

4 DETAILS OF CLAIM			
Fares (Train/Bus/Other)			
From	To		£
Mileage (where car is used)	of miles at 12.6p per mile		£
Subsistence			
Time of Leaving Home	on	(date)	£
Time of Returning Home	on	(date)	£
Overnight Accommodation			£
TOTAL			£
<i>Please see notes overleaf on scales of reimbursement for subsistence and overnight accommodation, and entitlement to first class rail travel before completing the form. Correctly completed forms will avoid delay in reimbursement of expenses.</i>			

5 DECLARATION BY CANDIDATE	
I declare that the expenses claimed have been actually and necessarily incurred in my attendance for interview and that my address/bank account details are detailed as accurate.	
Signature of Claimant	Date

6 CERTIFICATION FOR PAYMENT	
To be completed by Head of Service, authorised senior officer of Service responsible for interview arrangements:	
Signature	Date
Designation	

NOTES OF GUIDANCE ON COMPLETING THIS FORM

We try to reimburse interview expenses as speedily as possible - please help us to achieve our aim in your own case by following these simple instructions. Please make sure that sufficient detail is given to enable your claim to be promptly dealt with.

Please keep within the scale rates set out below, unless for any reason some other arrangement has been agreed by the Council before the interview takes place. Claims in excess of scale rates will need to be adjusted and may also be delayed for payment.

Payment will be directly to your bank account, a remittance advice note will be issued. Please make sure that you give your full postal address.

Where possible, you should hand this form to the senior officer interviewing you, on the day of the interview. Where this is not possible, you send the form to him/her as soon as possible after the interview, for certification and payment.

TYPE AND CLASS OF TRAVEL

Rail Travel - The Council will reimburse standard class fares only.

All candidates should take advantage of "away day", saver and other special fares where these are cheaper than the normal return fare for the approved class of travel.

Car Travel - Candidates travelling by car will be reimbursed at the rate of 12.6p per mile.

Bus/Coach Travel - Candidates travelling by bus or coach will have the normal fares refunded, subject to the return fare or any saver fares being used where these are cheaper.

Air Travel - The Council may, in exceptional circumstances and subject to prior approval, reimburse the cost of air travel where the use of air travel reduces the time away from home and therefore reduces the overall level of the claim by minimising the costs of subsistence and overnight accommodation. Even where air travel is authorised, the cheapest fare available must be used and claimed.

SUBSISTENCE - The following scale rates for subsistence will be reimbursed:

Breakfast	£4.48
Lunch	£6.32
Tea	£2.43
Evening Meal	£7.64
Accommodation and Breakfast (per night) maximum of	£25.00

PROVISION OF RECEIPTS

Please ensure that the claim form is fully completed and original VAT receipts and tickets are attached in order to confirm the date of travel and any costs which you require to be reimbursed in accordance with the specified entitlements.

NON-PAYMENT OF EXPENSES

Please note that the Council reserves the right not to reimburse interview expenses where a candidate withdraws his/her application or refuses the offer of employment on grounds which, in the opinion of the interviewing committee or official, are inadequate.