

## Payment of Interview Expenses with effect from 1<sup>st</sup> August 2015

### General Guidance

- Travelling and subsistence expenses will not be reimbursed without original receipts.
- All expenses must be submitted within three months of the post being offered. Any forms received after this date will not be processed.
- Candidates refusing an offer of employment will not be reimbursed interview expenses.
- If you are applying during Stage 1 of recruitment and attend a local interview, please contact the LETB responsible for facilitating the interview for reimbursement. If you are unsure if this applies to you, please contact the team on: [foundationrecruitment@nw.hee.nhs.uk](mailto:foundationrecruitment@nw.hee.nhs.uk) Please note that the different LETBs have different deadlines for submission of expense claim forms.

### Claim Expense Forms

- All information on the interview expense claim form must be typed.
- The Invoice Number, Invoice Date, LETB Contact and Financial code will be completed by the Recruitment Team.
- Please remember to include your own details on the left hand box (listed as 'the supplier').

### Traveling Guidance

- Rail: Full use of reduced price rail tickets must be taken and no more than a maximum rail fare equivalent to standard class travel will be reimbursed. Receipts must be produced before payment will be made.
- Car: The shortest practicable route should be taken. Please include postcodes as mileage will be checked for accuracy using the AA Route planner (<http://www.theaa.com/route-planner/index.jsp>) and will be reimbursed at a rate of £0.24 per mile. Car parking fees will be reimbursed on production of receipts.
- Use of Taxis: Taxi fares are payable only in very **exceptional circumstances** and must be **agreed in advance**. Any reasons for the use of taxis must be stated.
- Travel by air from within the UK: Air fare within the UK may be reimbursed in exceptional circumstances, but must be agreed in advance of the interview. Requests will be looked on favourably where this prevents an overnight stay.
- Travel from abroad: Candidates travelling from abroad by any means will be reimbursed from port of entry (NB. Northern Ireland, the Channel Islands and Isle of Man are classed as part of the UK)
- Travel from a holiday destination: Reasonable expenses from a holiday address will be reimbursed (limited to port of entry if travelling from abroad) provided the candidate is returning to the address following the interview.

### Subsistence Guidance

- A) Candidates requiring overnight accommodation: Reimbursement for **receipted** hotel accommodation will be made at the maximum rate of £55. If a candidate is staying with friends or family, they may claim £25 which includes an allowance for meals.
- B) Reimbursement for meals: Receipts must be provided.
  - Over 5 hours but less than 10 hours away from base: *up to* £4.20/day.
  - Over 10 hours but less than 24 hours away from base: *up to* £9.30/day
  - Over 24 hours away from base: *up to* £20/day.

### Submitting Expense Claims

Please post your completed form, along with the original receipts, to the following address:

North West LETB  
North West of England Foundation School  
3<sup>rd</sup> Floor  
3 Piccadilly Place  
Manchester  
M1 3BN

If you have any queries, please contact :[foundationrecruitment@nw.hee.nhs.uk](mailto:foundationrecruitment@nw.hee.nhs.uk)