

Payment of Interview Expenses with effect from 1st August 2014

General Guidance

- a) Travelling and subsistence expenses will not be reimbursed without original receipts.
- b) All expenses must be submitted within three months of the post being offered. Any forms received after this date will not be processed.
- c) All information on the interview expense form must be typed and then printed for the candidate to handwrite signature.
- d) Candidates refusing an offer of employment will not be reimbursed interview expenses. **

Travelling Expenses

- a) **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.
- b) **Car:** The shortest practicable route should be taken (Mileage will be checked for accuracy) and payment will be at the public transport rate (in line with current NHS Employers pay circular). Car parking fees will be reimbursed on production of receipts.
- c) **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.
- d) **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.
- e) **Travel from abroad:** Candidates travelling from abroad by any means will be reimbursed from port of entry only (NB: Northern Ireland, the Channel Islands and Isle of Man are classed as part of UK).
- f) **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 Expenses

- a) **Candidates requiring overnight accommodation:** Reimbursement for **receipted** hotel accommodation will be made at the maximum rate of £55 for B & B. If a candidate is staying with friends or family they may claim £25 which includes an allowance for meals.
- b) **Reimbursement for meals:**
 - Over 5 hours but less than 10 hours away from base *up to* £4.25/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

****Exceptional Circumstances**

Where an offer of employment is refused due to a significant change in the candidate's personal health or the health of a first degree relative (Mother, Father, Sister, Brother, Wife, your Children) (between the date of interview and the date that the post is offered) interview expenses may be claimed if the circumstances meet the following criterion:

The discovery of a serious illness (after the date of interview and before the offer of employment) affecting you or a member of your immediate family (Mother, Father, Sister, Brother, Wife, your Children) which requires you to live in another area of the country to obtain specialist medical treatment or to fulfil your responsibilities as carer. (Evidence to support this claim should include an occupational health report or recommendation; or a care plan/correspondence from the hospital or GP.)