

## **Widening Access to Specialty Training Recruitment Payment of Interview Expenses – September 2019**

### **General Guidance**

Applicants will be reimbursed up to a maximum of **£150** to contribute towards interview expenses incurred. This can contribute towards flights, visa costs and accommodation in Manchester.

- Travelling and accommodation expenses will not be reimbursed without original receipts.
- All expenses must be submitted by Friday 4<sup>th</sup> October 2019. Any forms received after this date will not be processed.
- Please note that reimbursement can take up to 3-4 weeks, potentially longer if you do not have a UK bank account.

### **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').

### **Further Guidance**

- Rail Travel: 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 Travel: 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.
- Accommodation: Reimbursement for receipted hotel accommodation will be made.

### **Submitting Expense Claims**

Please post your completed form, along with receipts, by email ([wast.recruitment@hee.nhs.uk](mailto:wast.recruitment@hee.nhs.uk)) or to the following address:

North West LETB  
North West Deanery  
3<sup>rd</sup> Floor  
3 Piccadilly Place  
Manchester  
M1 3BN

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