

Widening Access to Specialty Training Recruitment
Payment of Interview Expenses – October 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 Monday 18th November 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) or to the following address:

North West LETB
North West Deanery
3rd Floor
3 Piccadilly Place
Manchester
M1 3BN

If you have any queries, please contact: wast.recruitment@hee.nhs.uk