

# North Western Deanery



Please read the Policy on the reimbursement of interview expenses before completing the information below.

Name (BLOCK LETTERS)  Grade  Specialty:

NATIONAL INSURANCE NUMBER

Address

Means of travel (e.g. Car, Train)  Car reg. No.  CC:

**Bank Account Details (Mandatory):** Bank Sort Code..... Account No..... Account Name.....

Name of Bank..... Branch.....

I hereby apply for a refund of the expenses, detailed below, incurred by me in attending for interview in connection with the appointment of  on  20  as a Prospective Candidate  Approved Panel Member

* Travelling	*Subsistence	Total Amount Claimed
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Type of Travel	No of miles by Car / Cost of Ticket	Details of Journey From To	Date & Time of Departure	Date & Time of Return	Hotels / Meals etc.	Amounts Claimed

I certify that I have read and understood the notes on the reverse of this form and the expenses detailed above were actually and necessarily incurred whilst on the business stated

Date:  Signature:

\* All receipts must be attached or payment will be withheld.

NB When completed, please return to :

**Lead Employer Team (Hospital Specialties excluding Psychiatry/GP)  
Pennine Acute Hospitals NHS Trust,  
Room 024, Ground Floor, Trust Headquarters,  
  
North Manchester General Hospital, Delaunays Road,  
Crumpsall,  
Manchester,  
M8 5RB**

**For Office Use Only**

Payment Approved

Prospective Candidate  Successful / Unsuccessful  \*Please Delete as appropriate

Date:

Checked & paid by :

## Payment of Interview Expenses with effect from 1 January 2011

Candidates invited to attend interview may claim interview expenses whether or not they are already employees of NHS directly managed Units or Trusts. Candidates invited to the GP Stage 2 (MMT) may claim interview expenses UP TO A MAXIMUM OF £50 whether or not they are already employees of NHS directly managed Units or Trusts.

### 1) 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.

### 2) 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

### 3) General Guidance

- a) Travelling and subsistence expenses will not be reimbursed without receipts.
- b) Candidates refusing an offer of employment will not be reimbursed interview expenses. \*\*
- c) Expenses for attending GP Stage 2 (MMT) will be capped at a maximum of £50. Expenses for attending all other interviews are not capped.

#### **\*\*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 circumstance 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.)*