INTERVIEWEES GUIDE TO MAKING TRAVEL AND SUBSISTENCE CLAIMS

Please ensure you read and understand the following guidance before submitting this claim form. Failure to comply with this procedure will result in your claim being rejected. Any reimbursement is at the discretion of Wessex deanery and will only be considered for expenses incurred wholly within the UK. Wessex deanery reserves the right to submit any claims to the scrutiny of the NHS counter fraud and security management service to ensure proper compliance with the conditions of claiming.

Claim forms must be completed in BLOCK CAPITALS, in black ink only, and submitted for consideration within 14 calendar days of the interview date. Any claims received after the deadline will not be paid. Unused boxes should be crossed out with a single line. Please do not use correction fluid. Errors should only be corrected by striking through with a single line and initialling alongside.

**Personal Details**

- Claimants must state their full details including a FULL permanent address, (Failure to supply a full address, including postcode, will result in your claim being rejected.)
- Claims can take up to 12 weeks to be paid, (if you are likely to change your address within this time please supply address of a friend or relative in order that a cheque can be raised.)

**Receipts**

- Only original receipts will be accepted and are required for ALL transactions.
- Receipts must be attached to a separate piece of paper which is signed; name is BLOCK CAPITALS and dated by the candidate.
- Please do not staple, tape or tag together receipt claim forms.
- Alcohol will not be reimbursed.

**Mileage allowance**

- Standard or regular use rates of mileage allowance shall not apply if a claimant uses a private motor vehicle in circumstances where travel by public transport would be appropriate except where public transport rate (currently 24 pence per mile) is higher.
Transport fares

- Rail: reimbursed at standard rates only.
- Taxi: reimbursed for short journeys where deemed necessary.
- Air: only acceptable in exceptional circumstances. Air travel will only be reimbursed when prior written authorisation by the recruitment office has been granted.

Night allowance

- Is payable subject to prior written authorisation from the recruitment office in circumstances where travel to and from interview cannot reasonably be conducted in less than 24 hours.
- Commercial accommodation (bed and breakfast) up to a maximum £55.00 for 1 night only.
- Non-commercial accommodation £25.00.

Meals allowance

- (Maximum permitted allowances). Only one can be claimed.
- Over five hours but less than 10 hours away from base £4.25.
- Over 10 hours but less than 24 hours away from base up to £9.30.
- Per 24 hour period up to £20.00.
- Original receipts required for all claims.

PLEASE NOTE THAT REIMBURSEMENT WILL ONLY BE MADE FOR EXPENSES SUPPORTED BY ORIGINAL RECEIPTS THAT ARE ATTACHED TO A SEPERATE PIECE OF PAPER AND SIGNED.

Please return fully completed claim form to:

RECRUITMENT OFFICE, WESSEX DEANERY, SOUTHERN HOUSE, OTTERBOURNE, WINCHESTER, HANTS, SO21 2RU.