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 Health Education Wessex and will only be considered for expenses incurred wholly within the UK. Health Education Wessex 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 and attached receipts for all travel and subsistence will only be reimbursed for a maximum of £100.

- Please note that we will not reimburse candidates for travel to pre-interview visits.
- If your travel arrangements require prior approval, costs will not be reimbursed if you fail to obtain such approval in writing.
- Applicants are advised to keep a copy of the form and receipts that they submit, in case of problems with the postal service or a query with payment.
- If an appointment offered is not accepted, expenses will not be reimbursed.

You will be sent an expenses claim form with your invitation to interview. It is your responsibility to print the form and submit it. Printed forms WILL NOT be available at interview and the dates within the document must be adhered to. If you think you have not been sent a form please contact the recruitment team on wessex.recruitment@wessex.hee.nhs.uk

Claim forms must be completed in **BLOCK CAPITALS**, in black ink only, and received 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 not being paid and Health Education Wessex will be unable to return your claim to you)
- Claims can take up to 12 weeks to be paid, and will be paid via BACS payment so please ensure the bank details you provide are correct.
- You must supply the date and specialty for which you attended interview. If you do not supply these details the Recruitment Team cannot corroborate your attendance and you will not be reimbursed.

Receipts

- **Only original receipts will be accepted and are required for ALL transactions.** Credit card receipts are not sufficient.
- 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 receipts together. Doing so will result in only the top receipt being paid.
- Receipts for rail travel must include the date of travel and the destinations travelled to and from. Credit card receipts are not sufficient.

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** i.e. from train station to interview venue.
• Air: only acceptable in exceptional circumstances. Air travel will only be reimbursed when **prior written authorisation** by the recruitment office has been granted. Expenses for flights will not be reimbursed from outside of the UK.

All travel expenses are paid from **Port of Entry** and will not be reimbursed for travel to the UK. For the purpose of claiming interview expenses Northern Ireland, the Channel Islands and the Isle of Mann are considered to be part of the United Kingdom.

**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. Requests where air travel has not been used will be looked upon favourably.

• Requests for authorisation for overnight accommodation must be received by the Recruitment Team at least 72 hours prior to interview: wessex.recruitment@wessex.hee.nhs.uk

• 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**

• Alcohol will not be reimbursed.
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
HEALTH EDUCATION WESSEX
SOUTHERN HOUSE
OTTERBOURNE
WINCHESTER
HANTS
SO21 2RU