

Human Resources Policy No. HR14

Travelling Expenses for Interview

Sponsor: Head of Human Resources in conjunction with Director of Corporate Affairs

Date agreed by TNCC: May 2005
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1. INTRODUCTION

The Trust recognises that it is good practise to provide reimbursement of reasonable expenses incurred by all candidates attending for interview and, where agreed with the appointing officer beforehand, also for one visit to the Trust prior to interview. This policy sets out the standards and process to be adopted for the payment of such expenses.

2. SCOPE

The policy applies to candidates who are external to the Trust but also to candidates who are currently employed by the Trust who for the purpose of the interview are required to travel to the site that is not their normal base.

3. EXPENSES TO BE PAID

External candidates

- 3.1 The Trust will reimburse travelling expenses from within the UK or from the port of entry if an overseas applicant travelling from outside the UK. This applies to all interviewees.
- 3.2 The policy does not permit the reimbursement of expenses incurred if candidates travel back from a holiday to attend an interview.
- 3.3 The rate paid will be 2nd class rail travel or NHS public transport rate if travelling by car. Travel by taxi from the nearest railway station will be reimbursed on production of receipts. If any other form of transport is used the amount reimbursed will be based on the actual miles travelled at NHS public transport rate or the actual expenses incurred if less. The mileage will be calculated from the candidate's home address to the Trust site address where the interview is held, using the information provided on Internet travel sites.
- 3.4 Reimbursement of overnight accommodation will only be considered if an overnight stay is required due to the timing of the interview or where candidates are travelling in excess of 100 miles (single journey). Where agreed, this will normally be at the current rate for 1 night's accommodation quoted by national budget hotel chains (e.g. Travelodge, Travel Inn) and will include, where appropriate, the cost of evening meal and breakfast at the rates set out in the Trust's Travel Expenses policy. The accommodation should be arranged directly by the Trust if required. Where the interview process will last over more than one day and will involve an overnight stay, the appointing officer has discretion on the payment of appropriate hotel accommodation expenses.
- 3.5 The Trust will not pay the cost of meals taken en-route to and from interviews. Where candidates are to be on site for a significant period of the day during the selection process, Managers may, at their discretion, provide or reimburse the cost of appropriate refreshments.

Internal Candidates

- 3.6 All staff will be eligible for reimbursement of additional expenses incurred in attending for interview at the rates set out above.
- 3.6 Where the interview is during an individual's scheduled working day then paid special leave should be granted for the time required or be taken as annual leave if more than just the interview time is requested. In other cases, the time taken will be in the individual's own time.

4. CLAIMS PROCEDURE

- 4.1 Receipts will be required for all expenditure other than mileage claims. These should be attached to a completed travel expense claim form itemising all expenses incurred. The form should be returned to the appointing officer, who will check, authorise and forward the claim to Pay Services as soon as possible, but at the latest within 10 working days of receipt.
- 4.2 Payment will be made by cheque to external candidates and via payroll to candidates already employed by the Trust. The costs will be charged to the appointing officer's cost centre.
- 4.3 Reimbursement will be paid to all candidates making a claim regardless of whether they are subsequently appointed to the post.