

INTERVIEW EXPENSES GUIDANCE

Reasonable interview expenses may be claimed by external candidates who live outwith the Perth & Kinross area only and where expenses are incurred as a result of attending an interview, for employment with the Council.

Candidates wishing to make a claim for re-imbusement of interview expenses must seek authorisation from the Chair of the interview panel prior to attendance at interview.

The Chair of the interview panel will be responsible for verifying and progression of completed interview expense claim forms received from candidates after the interview has taken place ensuring all relevant tickets/receipts are attached.

The approved [Interview Expenses Claim Form](#) should be passed to the Service Budget Monitoring Team for the completion of an authorised Sundry Payment Request Form. The completed form and all relevant documentation should be sent to the Systems Team, Finance Division, Corporate & Democratic Services for processing.

Payment will be made via BACS as soon as practicable. Failure to provide the necessary completed paperwork will result in payments being delayed.

Interview Travel Expenses

Public transport is the preferred travel option and reimbursement for standard rail fares and bus travel is payable when accompanied by a valid ticket/receipt.

Use of own car should be used when public transport is not suitable and the mileage rate of 12.6 pence per mile is payable when accompanied by a valid VAT fuel receipt.

Air Travel - Candidates who have been selected for interview and find it necessary to travel by air must firstly seek prior approval from the Chair of the interview panel before booking any flight arrangements. If authorised, the candidate will be reimbursed based on the actual cost for domestic flights on economy class tickets and must be accompanied by a valid ticket/receipt. Flights reimbursed should be for internal flights within the UK only.

Use of taxi - Candidates should only travel by taxi where it is cost effective and where public transport is either unsuitable or impractical ie location of interview outwith a bus route. Managers should take location into consideration when organising interviews.

Interview Subsistence Expenses

Subsistence expenses on meals can be claimed by external candidates who live outwith the Perth and Kinross area only and who incur expenses as a result of attending an interview of employment with the Council.

Recruiting Managers who are approving expenses should be mindful that the candidate is responsible for choosing the time of their interview and therefore, any expenses being claimed, if any, would be at a minimum. It is expected that candidates will have organised their personal requirements as part of their preparation to attend the interview.

If expenses are claimed, they must not exceed the maximum rates as detailed below and will only be payable when accompanied by a receipt:

Subsistence Rates

Breakfast Allowance	£4.48
Lunch Allowance	£6.17
Evening Meal Allowance	£7.64
Overnight Accommodation	£69.00

Interview Expenses Claim Form

A copy of the [Interview Expenses Claim Form](#) can be found below or within the travel & subsistence toolkit.

For further information, contact Employee Support on 475555.



**INTERVIEW EXPENSES CLAIM FORM
FOR EXTERNAL CANDIDATES LIVING OUTWITH
THE PERTH AND KINROSS AREA ONLY**

Post Applied For	
Service	
Candidate Name	
Email Address	
Address	
Postcode	
Location of Interview	
Date and Time of Interview	

Bank Details for Payment by BACS
(Perth & Kinross Council's preferred method of payment)

Sort Code <i>(6 digits)</i>	
Account Number <i>(8 digits)</i>	
Account Name	
Roll Number	

Expenses Incurred

	Details	Amount
<i>Transport</i>		
<i>Meals</i>		
<i>Other Items</i>		
Total of Claim		

Candidate Signature:	Date:
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To be passed to the Chair of the interview panel

Authorising Signature:	Date:
Print Name:	Designation:
General Ledger Code	1 - - - 090006 Recruitment Expenses

Notes for Candidate:

Reasonable interview expenses may be claimed by external candidates who live outwith the Perth and Kinross area only and who incur expenses as a result of attending an interview of employment with Perth & Kinross Council. Candidates wishing to make a claim for re-imbursment of interview expenses should first seek authorisation from the Chair of the interview panel. Public transport is the preferred travel option and reimbursement for standard rail fares and bus travel will be payable when accompanied by a ticket/receipt. Mileage rate of 12.6 pence per mile will be reimbursed when using own vehicle and must be accompanied by a valid VAT fuel receipt. Completed interview expenses claim forms should be submitted to the Chair of the interview panel. Perth & Kinross Council's method of payment is BACS and candidates will be reimbursed as soon as practicable.