INTERVIEW EXPENSES CLAIM FORM



FOR EXTERNAL CANDIDATES LIVING OUTWITH

THE PERTH & 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 *(6 digits)* |  | |
| Account Number *(8 digits)* |  | |
| Account Name |  | |
| Roll Number |  | |

# Expenses Incurred

|  |  |  |
| --- | --- | --- |
|  | Details | Amount |
| *Transport* |  |  |
| Meals |  |  |
| Other Items |  |  |
|  | Total of Claim |  |

|  |  |
| --- | --- |
| Candidate Signature: | Date: |

**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 & 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-imbursement 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.