

NOTES ON THE COMPLETION OF FORM CT68

Candidates attending for interview should have due regard for economy in incurring travel expenses. Only expenses necessarily incurred will be reimbursed.

It is expected that candidates will make use of public transport to attend interviews. However, if the candidate chooses to use their own transport they will only be reimbursed the cost of public transport. Those who travel by public transport will be paid the bus or rail fare actually incurred. Except for salaried staff graded M2 or above this will be at the second class rate. On some occasions due to geographical difficulties it may be impractical to use public transport. Consequently mileage may be paid (the suitability for payment of mileage is decided by the interviewing office). Where the journey is made by car then for those journeys starting out of the county the interview rate will be paid for those starting in the county the lowest essential user mileage rate is paid.

Subsistence expenses will be paid in accordance with the current N.J.C. rates, provided that the appropriate receipt is attached to the claim. **REIMBURSEMENT WILL NOT BE MADE WITHOUT ATTACHING THE RECEIPT.**

Breakfast is payable where a candidate leaves home before 7.30 a.m.

Lunch is payable where a candidate leaves home before 11.30 a.m. and returns after 2.30 p.m.

Tea is payable where a candidate is travelling after 7 p.m.

Dinner is payable where a candidate is travelling after 8.30 p.m.

The allowance for Bed and Breakfast will only, except in special circumstances, be paid for one night.

Where a candidate is travelling by rail and necessarily takes a meal in a restaurant car then the actual cost of the meal as stated on the receipt will be reimbursed. Allowances are not payable when meals are provided to candidates by the Authority.

Payment of expenses for candidates will be paid by Bacs which will be paid direct to their account after the interview. Expenses of a candidate appointed to a post will not be paid until commencement of employment. A candidate who withdraws his application or refuses the offer of employment on grounds, which in the opinion of the interviewing committee or officers, are inadequate, will **not** be paid the expenses incurred in attending the interview.

Applicants who are selected for interview for residential appointments may be invited to bring their spouses to see the accommodation which is provided. The expenses of both applicant and spouse, will in such cases, be paid in accordance with the rates currently applicable to candidates for appointment.

Interviewees from Overseas

Candidates for appointment who are required to travel from beyond the mainland may claim the above expenses, on the following conditions:

- (i) Interviewees from EU countries and beyond may only claim from the port or airport of entry into the United Kingdom.
- (ii) Interviewees who are UK residents may claim from any point in the United Kingdom, including the Channel Islands, Isle of Man and Northern Ireland.

When completed this form should go to the service conducting the interview who should authorise the payment and pass it to their finance support for processing.

**DEVON COUNTY COUNCIL
CLAIM FOR PAYMENT OF INTERVIEW EXPENSES**

CT68
Version Nov. 2014



Please complete in **BLOCK CAPITALS**

Name: Establishment address (appointed candidates only):
 Address:

 Postcode: Postcode:
 Claimants e-mail address

Bank Details

Account name Account no. Sort code
 Post for which interviewed:
 Grade of post:
 Establishment:
 Time away from home: Date:
 Until: Date:

Details of expenses claimed

	From	To	Amount claimed		Amount approved	
			£	p	£	p
Rail fare (1st/2nd class)						
Bus/tube fares						
Other						
Car miles (Office use: @ pence/mile)						
Subsistence						
Breakfasts @ £ p						
Lunches @ £ p						
Teas @ £ p						
Dinners @ £ p						
Bed and breakfasts @ £ p						
		TOTAL				

I certify that the expenses claimed by me were necessarily incurred by me when attending for interview.

Signed: Date:

FOR USE IN SPENDING DEPARTMENT

Candidate was APPOINTED/NOT APPOINTED. Start date:

Candidate was free to return home at (time)

Certified in accordance with Financial Regulations.

Certifying Officer: 1 2

Voucher No. INTERVIEW EXPENSES

Man	Activity	Item	Job	V	Yr	Amount
B	A	L	S	V	A	T
TOTAL TO BE PAID						