# Resourcing and

## Interview Expenses Claim Form

# Talent

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| **Version Control** | **Changes Made** | **Author** |
| Version 1  Dec 2024 | Refresh of presentation and format | Resourcing and Talent |

Please Use CAPITAL Letters and enclose ALL receipts

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| --- | --- | --- | --- | --- | --- |
| Full Name |  | | | | |
| Full Address and Post Code |  | | | | |
| Bank Sort Code | |  | | Account Number |  |
| I attended an interview on: | | | (Date): | | |
| Interview was held at: | | | (Location): | | |
| For the post of: | | | (Job title and Job Reference): | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel Expenses** | | | | **Amount Claimed (£:p)** |
| Rail Fare  (second class / cheap day / ordinary /return) | From: | | To: |  |
| Bus or Taxi Fare | From: | | To: |  |
| \*Other travel expenses | Details: | | |  |
| **Subsistence Expenses (per scale overleaf)** | | | | **Amount Claimed (£:p)** |
| Bed and Breakfast(state date) | | at: | |  |
| Breakfast(state date) | | at: | |  |
| Lunches(state date) | | at: | |  |
| Teas(state date) | | at: | |  |
| Dinners (Evening Meal)  (state date) | | at: | |  |

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| --- | --- | --- |
| **Any other recruitment expense\***  *\*in exceptional circumstances some other part of the recruitment process may be approved under expenses, such as the Eyesight Test or a Proof of Right to Work check. Please ensure there is adequate detail provided below.* | | **Amount Claimed (£:p)** |
| Detail of Expense incurred: |  | |
| Detail of Expense incurred:  *(please delete if necessary, or add any other expenses)* |  | |
| Resourcing and Talent comments: |  | |
| Resourcing and Talent Lead approval: |  | |

|  |  |
| --- | --- |
| **I confirm that I have incurred the expenses stated and wish to claim a refund** | |
| **Signed:** | **Date:** |

**CFRS use only:**

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| --- | --- |
| Claim checked and authorised by: |  |
| Date passed for payment: |  |

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**CUMBRIA FIRE AND RESCUE SERVICE**

**National Joint Council for Local Government Services Staff**

**Expenses of Candidates for Appointment**

The Service’s regulations provide for payments as follows:-

Payment of these expenses to a successful candidate is subject to the provision that they accept and take up the appointment. All claims by unsuccessful candidates will be paid.

1. Second Class railway fare or bus fare incurred-at cheap day rate, or ordinary return fare where appropriate

Where a candidate chooses to use own transport, please complete costs equivalent to public transport in the “other expenses” section.

1. Subsistence expenses subject to NJC maxima shown below:

* Bed and Breakfast (see note 2 below)………….max £66.85 2010
* Breakfast…………………………………………...max £ 6.50 2011
* Lunch……………………………………………….max £ 8.80 2010
* Tea………………………………………………….max £ 3.45 2010
* Dinner (Evening Meal ……………………………max £10.90 2010

(Rates are correct October 2014)

1. In cases where a candidate for appointment is travelling by rail which necessitates a meal in a restaurant car, then the actual cost of the standard meal as stated on the menu shall be reimbursed.
2. The actual cost of bed, breakfast and evening meal shall be reimbursed subject to:

* A maximum level of £77.75 per night
* Production of a receipted itemised bill
* Where a receipt is not produced the following payment will be made to cover bed & breakfast charges: £33.30
* Where hotel accommodation has been reserved by the Service for candidates attending interview, arrangements will normally be made for the account to be paid direct by the Service.

1. Other modes of transport will only be paid with prior agreement.
2. The County Council’s regulations do NOT provide for compensation for loss of wages.
3. This form should be used to claim interview expenses. Candidates who are uncertain as to the time of arrival home after interview and consequently do not know what their expenses will be should post the completed form within 3 months of the interview date.