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| <b>Policy Title</b>         | <b>Interview Expenses</b>   |
| <b>Policy Objective</b>     | To provide clear guidelines on the reimbursement of interview expenses.   |
| <b>Eligibility</b>          | All interviewees attending interviews for CIPFA roles.  |
| <b>Policy Statement</b>     | The Institute will normally reimburse reasonable expenses incurred on attending interviews. However this is not automatically the case where a candidate resides in the immediate area or where the journey is already covered by a season ticket.  |
| <b>Reclaimable Expenses</b> | <p>Interview expenses are paid except for the conditions outlined in the exceptions below.</p> <p>The costs reclaimable are:</p> <p><b>Standard class rail fare</b> - plus cost of seat reservation(s) where necessary. "Saver" tickets should be purchased when available.</p> <p><b>Car</b> - where it is essential to travel by private car an allowance per mile in line with the current car mileage allowance will be paid.</p> <p><b>Coach/Bus</b> travel will be reimbursed in full.</p> <p><b>Economy Air fares within the UK</b> - where agreed.*</p> <p>Interview expenses should be reclaimed using a Travel and Subsistence form. This can be obtained from Human Resources or the line manager holding the interview.</p> <p>* reclaiming air fare costs should be agreed in advance of any interview</p> |
| <b>Exceptions</b>           | If a candidate receives a job offer and subsequently does not take up the post no expenses will be reimbursed.  |