

APPENDIX C - TRAVEL EXPENSE GUIDANCE NOTE AND CLAIM FORM FOR ATTENDING FOR INTERVIEW

Thames Foundation School *Academic Recruitment 2012 Candidate Interview Claim Form*

GUIDANCE NOTES FOR THE COMPLETION OF TRAVEL AND SUBSISTENCE EXPENSE CLAIM FORMS FOR CANDIDATES ATTENDING INTERVIEWS FOR ACADEMIC FOUNDATION RECRUITMENT 2012

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM

In order to avoid unnecessary delays in the claiming of travel / expenses, the Finance Directorate has produced a set of standard procedures. All applications for travel and subsistence should be completed and submitted to **TFS Academic FP Recruitment, South Thames Foundation School, London Bridge Office, Sherman Education Centre, 4th Floor, Southwark Wing, Guy's Hospital, Great Maze Pond, London SE1 9RT.**

These guidelines are to ensure all managers and staff are aware of the correct policy to follow for payment of travel and subsistence.

TRAVEL

Please note: no claims will be paid unless they are supported by receipts. If a public transport fare or parking cost is being claimed, the claimant is responsible for obtaining receipts or proof of travel.

Those travelling to interviews must use the most cost effective means possible.

The Foundation School reserves the right to only reimburse the candidate the cost of the cheapest fare.

Where prior authorisation has not been sought via email to : tfsacademicrecruitment@stfs.org.uk for travel by road, rail or air, the Foundation School reserves the right to reimburse candidates the equivalent of the most cost effective means of transport. **Please note: Rail can be more expensive than air for some journeys however all travel by air must be approved prior to the purchase of a ticket.**

▶ **By Rail:** Supersavers and Standard Class rail fares only. The most cost effective fare must be sought for rail travel. Wherever possible the claimant must buy their ticket in advance to ensure this.

▶ **By Air:** Reimbursement of the cost of an air flight must be agreed by the Foundation School in writing prior to the purchase of the ticket. Payment for travel by air may not exceed the total cost of travelling by public transport (e.g. road or rail).

▶ **By Car:** Public Transport Rate 24p per mile. The candidate must remember to enter the mileage, time and where they are travelling from. If seeking reimbursement of costs incurred through travelling by car, agreement must be sought from the Foundation School in writing in advance and please note that central London congestion charging fees will not be reimbursed.

▶ **By Taxi:** Payable only where there is no other means of transport available. Within London it is expected that the claimant will use public transportation.

▶ **By Underground:** The Foundation Schools cannot reimburse the claimant for the use of Oyster cards. Candidates must purchase a paper ticket, which must be attached to the claim form. Please ensure you purchase a London travelcard and **not** multiple single journey tickets, as this is much more expensive.

▶ **From Overseas:** Will only be paid from and to the Port of Entry (eg: Heathrow, Dover etc..) in the United Kingdom.

SUBSISTENCE CLAIMS (MEAL ALLOWANCE AND OVERNIGHT)

Should the candidate wish to claim subsistence both the amount and the journey times must be stated on the claim form. Subsistence claims are subject to the maximum allowances below. Please ensure when claiming subsistence allowance that all receipts are attached and detail the times of absence from base.

Agreement to refund the cost of overnight accommodation must be sought from the Foundation School in writing prior to booking and receipts must be attached to your claim form with written confirmation. If an invitation to interview is received at too late a date to book a cheaper fare then written proof of this should be submitted with the claim form.

When staying overnight in a hotel, guesthouse or other commercial accommodation, the overnight costs will be reimbursed as follows:

► **Meal Allowance:**

The Foundation School will pay the maximum amounts as below but please ensure that receipts are attached to the claims form:

- Over 5 but less than 10 hours away from base *up to* £4.25
- Over 10 but less than 24 hours away from base *up to* £9.30
- Over 24 hours away from base *up to* £20

► **Overnight Allowance:** Accommodation up to £55.00 (inc. breakfast)

PLEASE NOTE

The Foundation School will try wherever possible to arrange convenient interview times for those travelling from further afield to negate the requirement for overnight accommodation. It is suggested that where possible candidates travel by rail to reduce journey times. If the candidate is travelling from work rather than their home address, please put this as the origin of your journey.

The candidate must list each leg of your journey separately if not travelling directly to the interview.

If an appointment offered is not accepted, expenses will not be reimbursed.

The Foundation School will not reimburse candidates for travel to pre-interview visits. If the candidates' travel arrangements require Foundation School approval, costs will not be reimbursed if claimant fails to obtain such approval in writing via email to: tfsacademicrecruitment@stfs.org.uk.

All claims should be received by us within 1 calendar month of the date of the activity.

Interview date	Interview location	Claim receipt deadline
14 July 2011	TFS Interviews – (hosted by Imperial College)	15 August 2011
22 July 2011	TFS Interviews – (hosted by KCL)	22 August 2011
29 July 2011	TFS Interviews – (hosted by UCL)	29 August 2011
16 August 2011	TFS Interviews – (hosted by Barts (QML))	16 September 2011
5 September 2011	TFS Interviews – (hosted by BSMS)	5 October 2011
8 September 2011	TFS Interviews – (hosted by SGUL)	10 October 2011

Thames Foundation School

ACADEMIC RECRUITMENT 2012 CANDIDATE INTERVIEW CLAIM FORM

CLAIM FORM FOR INTERVIEW TRAVEL & SUBSISTENCE EXPENSES

RECEIPTS MUST BE ATTACHED FOR ALL TRAVEL AND SUBSISTENCE CLAIMED
Where there is no receipt a full written explanation must be attached
PLEASE COMPLETE BOTH SIDES OF THIS FORM

PLEASE RETURN YOUR CLAIM TO:

TFS Academic FP Recruitment, South Thames Foundation School

London Bridge Office, Sherman Education Centre, 4th Floor, Southwark Wing,
Guy's Hospital, Great Maze Pond, London SE1 9RT

CLAIMANT CONTACT DETAILS - in BLOCK CAPITALS

Please tick:

I confirm I have read the appropriate guidance note

TITLE SURNAME FIRST NAME & INITIALS

Street & Number	<input type="text"/>	Daytime Number	<input type="text"/>
Town	<input type="text"/>	Mobile Number	<input type="text"/>
County	<input type="text"/>		
Postcode	<input type="text"/>	Email Address	<input type="text"/>

DETAILS OF CLAIM

Specialty / Grade	<input type="text" value="Academic"/>	Date of Interview	<input type="text"/>
Venue	<input type="text" value="BSMS / IMP / KCL / QML / SGUL / UCL"/>	Interview Time	<input type="text"/>

DETAILS OF CLAIM - Please attach all receipts otherwise claim will not be paid

FOR ALL CLAIMANTS

ALL COLUMNS MUST BE COMPLETED IF APPLICABLE TO YOUR JOURNEY

Please read the guidance notes you obtained along with this claim form very carefully. The Foundation School reserves the right to reimburse the least costly option wherever relevant. Please seek prior written approval wherever necessary.

DATE	JOURNEY (From/To)*	DETAILS	JOURNEY TIMES		CAR MILEAGE @24p/m	FARES		SUBSISTENCE		RECEIPT (PLEASE TICK)
			Start	Finish		£	p	£	p	
For office use only										

*please specify if origin of travel is different from home address

CLAIMANT DECLARATION

I declare that the expenses claimed hereunder were necessarily incurred by me in attending the stated event, and are in accordance with the conditions governing the payment of travelling expenses

SIGNED DATE

CERTIFICATION OF ATTENDANCE (FOR OFFICE USE ONLY)

I have checked this claim and am satisfied that the claimant attended an interview according to the information given and that the final total is correct

SIGNED NAME DATE

CERTIFICATION OF PAYMENT (FOR OFFICE USE ONLY)

AMOUNT	£ <input type="text"/>
BUDGET CODE	<input type="text"/>
AUTHORISATION	<input type="text"/>