



anguscollege

INTERVIEW EXPENSES CLAIM

NAME

ADDRESS

INTERVIEW FOR THE POST OF

EXPENSES – Please give as much detail as possible.

TRAVEL	£		
SUBSISTENCE +	£		
OTHER EXPENSES			
TOTAL	£		

SIGNED _____ **DATE** _____

APPROVED _____
Director of Quality and Human Resources

DATE _____

PAID _____
Finance Manager

DATE _____

CHEQUE No. _____

LEDGER CODE _____

Guidance Notes

- If you wish to claim interview expenses please complete the required details on the front of this form and pass it to the Director of Quality and Human Resources when attending for interview.
- Payment will be made by cheque, which will be posted to you as soon as practicable following the interview date.

1. Travelling Expenses

i. Public Transport

Second class rail fare or, where available, any cheap fare.
Bus fares and, where appropriate, taxi charges.

ii. Private Car

Actual cost of fuel used. (Usually estimated on 30 miles per gallon)

2. Subsistence

i. Lunch

Actual cost, up to a maximum of £5.00.

ii. Evening Meal

Actual cost, up a maximum of £10.00.

iii. Overnight Accommodation

Reasonable expenses.

(If you consider that overnight accommodation in Arbroath will be required please contact the Director of Quality and Human Resources who can arrange for hotel bookings to be made directly with the College.

For all claims, receipts and/or used tickets should be submitted.