

College Interview Expenses Policy

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Frequency of Review: Three Years

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File Name: College Interview Expenses Policy - KC - Non-Statutory

Signed:	Signed:
<i>Chris Hilliard</i> Chair of Governors	Jennie Giovanelli Headteacher

Introduction

Kingsthorpe College reimburses expenses only to those candidates who are successfully appointed at interview. Successful candidates will only be reimbursed expenses after they have taken up appointment with the College.

The guidelines below set out the parameters that allow successful candidates to claim expenses incurred:

General principles

Expenses incurred in accordance with these guidelines are refundable only on production of original receipts. Copies will not be accepted.

The appointed candidate(s) are required to pay for any expenses as they are incurred and should submit a completed claim form attaching all receipts. Payment will be made by cheque.

Any claims for expenses outside these guidelines must be agreed with the Headteacher or Chair of Governors before any cost is incurred:

Travelling within the UK

The claimant may choose to travel by car or public transport. However only the lowest cost practical option is claimable, which will usually be the lowest available public transport cost available at the time.

Public Transport

When candidates wish to claim the cost of using public transport, they must provide the relevant receipts. Repayment of taxi and private hire car fares are normally not met.

Private Car

When candidates claim expenses for travelling by car, payment will be the cheaper of the 45p per mile or the cost of the journey on public transport.

Air Travel

Candidates travelling by air within the UK may claim economy fares. No costs should be incurred until agreement to reimburse has been received. The decision to pay for this mode of transport will be based on an assessment of the cost and effectiveness of alternative methods of transport. In most cases the costs of travel from abroad will not be reimbursed; travel expenses will only be paid from the port or airport of entry to the UK. Costs of accommodation should only be incurred having first received approval from the Headteacher or Chair of Governors.