
interview expenses

can I claim interview expenses?

The advert for your post will explicitly state if interview expenses are payable. If you are in any doubt please contact the recruiting manager their name and contact number and email will be in the advert for the post.

what can be claimed?

Normally the Council would look to cover the following, as necessary for the specific recruitment process:

- Actual travelling expenses within the United Kingdom reasonably incurred by the candidate in travelling to and from Orkney for interview.
- Reasonable overnight accommodation as necessary on the basis of bed and breakfast with evening meal from the standard menu.

minimising need for expenses.

Wherever possible the need for applicants to travel to Orkney and claim interview expenses will be minimised via use for online/Microsoft Teams interviews. There are some instances where attendance at a face-to-face interview is required.

Where there is a need for attending interview in Orkney, interview arrangements for applicants will wherever possible be arranged to minimise the need for overnight accommodation.

will travel and/or accommodation be booked for me?

The Recruiting Service can choose to either contact the applicants and make and book necessary travel and/or accommodation directly or require an applicant book and claim these back. The communication from the Council inviting you to interview will confirm the approach. If you are at all unsure please check with the recruiting manager before making any bookings.

method of travel.

Where you are having to travel up to Orkney it is likely that the most effective/efficient means of doing so will be via flight.

Flights are operated by Logan Air, their website is <https://www.loganair.co.uk/> They have daily flights to Kirkwall from Aberdeen, Inverness, Edinburgh, and Glasgow.

Logan Air have code share partnership agreements a range of other airlines information is available on their website <https://www.loganair.co.uk/travel-trade-support/our-global-airline-partners/>

car mileage.

where you are claiming mileage, this is paid at 12.6p per mile.

claim process.

Where you are paying for and reclaiming your travel costs, you must submit these on the Council Interview Expenses Claim Form, this will normally be included in the information sent to you.

Receipts for all expenses claimed must be submitted with the completed and signed claim form to the Recruiting Manager.

Repayment will be made directly into a UK bank account. For successful applicants who subsequently start work with the Council expense repayment will be made once they have commenced employment.

Payment or refund of interview expenses is not dependant on accepting an offer of employment.

claim form.

The Council Interview expenses claim form can be downloaded from here.

Interview Expenses Claim Form

Name	
Post Applied For	
Date of Interview	
Contact Address	
Contact email	
Contact Phone	

Bank Account Details			
Sort Code		Account Number	
Bank Account Name			

Detail of Claim			
Date	Expense	Detail	Amount £

Car Mileage					
From	To	Miles	@12.6p per mile	Amount £	
Total of Claim			£		

Declaration by Claimant

I certify that all mileage, travel and subsistence claimed was actually incurred expenditure, and that I will not receive any reimbursement from any other person or body.

Signature	
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Please ensure that you include receipts and Travel Tickets with your claim.

Submit your completed and signed claim form to the Recruiting Manager.

Management use Only**Funding**

Ledger Code		Amount £	
Ledger Code		Amount £	

Management Authorisation

I confirm that the payments detailed on this form should be paid by the Council. Receipts are attached for all relevant aspects of the claim.

Name	
Role	
Signature	

Please ensure that all receipts and Travel Tickets are attached before submitting for payment.