

Claim for Interview Expenses

Human Resources

Harlow Council understands that your privacy is important to you. For more information on how we collect, use and process personal data please view <http://www.harlow.gov.uk/privacy-notice>

Post Applied for:	
Date of Interview:	
Name:	
Address (to be used for remittance advice):	

Please note the following:

A receipt or transport ticket must accompany all claims. Mileage claims cannot be paid. However, if you are unable to use public transport and need to use your car, the reimbursement will be 24p per mile – total not exceeding the cost of 2nd class rail fare to Harlow.

Expenses will not be paid until after the selection process. In the event of a candidate withdrawing their application, or refusing an offer of appointment on grounds of which, in the opinion of the recruiting panel are inadequate, no expenses will be paid. No payment will be made in respect of loss of salary. All payments at discretion of SMB (Senior Management Board).

Details of expenses:

Travel – 2nd class rail/bus fare:

From:		To:	
Total:	£		

Car mileage:

Postcode from:		Postcode to:	
Total miles claimed:			

Other Expenses:

Please give details of any other expenses & attach receipts:	
Total:	£

I claim the above amount which was incurred solely in connection with my application for the above post.

Candidate Signature:		Date:	
Authorised by (Head of Service):		Date:	

Payments will be made by BACS, please complete the following details:

Bank/Building Society:								
Account Name:								
Account Number:								
Sort Code:	-	-						