

Travel Reimbursement Policy

Travel Expenses are expenses incurred on travel & includes transportation, food and lodging.

Applicants attending interviews are entitled to travel and subsistence allowance at appropriate rates in accordance with the terms and conditions of the company.

POLICY

- This policy applies to claims for reimbursement of travel and other expenses incurred by candidates attending interviews for employment. It is a policy that all candidates are fairly and promptly reimbursed for reasonable expenditure incurred wholly, exclusively and necessarily in the performance of their duties
- Reimbursement of travel expenses will be allowed only to persons residing more than 50 miles from the interview site
- Candidates traveling for interviews must use the most effective means possible
- All candidates should exercise prudence and discretion in their expenditures, claims that are not reasonable and justified will be rejected.
- Expenses incurred on account of pre-interview visits will not be reimbursed.
- In the event of a candidate withdrawing his or her application or refusing the offer of employment on the ground which in the opinion of the interviewing panel are inadequate, no expenses will not be reimbursed.
- The expenses of a candidate appointed to a post will not be paid until after duty commences
- The appointing officer of an agency may authorize reimbursement for travel expenses necessarily incurred by candidates attending interviews for positions for which there is a shortage of qualified candidates."

Procedure for claim.

1. The claim for reimbursement of travel expenses must be submitted in the candidates interview claim form enclosed.
2. All items of expenses incurred must be accounted for and supported by receipted tax bills whenever possible and reasonable. Credit Card vouchers are not accepted as a proof of expenditure, wherever VAT is claimed, the receipt must bear the supplier's VAT number.

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3. Adequate narration must be provided to justify the expenditure.
4. Completed forms together with all supporting copies of the bills / receipt should be sent for authorization to the HR Dept./ A/c. Dept. where the candidate is attending interview.

Expenditure which may be claimed –

- Reasonable expenditure – candidates should exercise prudence and discretion in their expenditure.
- Travel should be made using the lowest cost option which may be by car, train or low cost airline. Standard class only will be reimbursed.
- Hotels – The cost of arrangements for overnight accommodation is as economical as possible.
- Reasonable meal charges will be reimbursed.
- Local conveyance charges like taxi , autos etc.

Expenses which may not be claimed –

- Fines incurred on traffic violation including parking, speeding, congestion charge fines or penalty fares incurred as a result of the candidate failing to ensure they are in possession of a valid ticket for their journey are never paid.
- Hotel expenses such as Videos & pay TV, Laundry, Hair dressing , purchase of personal clothing, toiletries , luggage, magazines and books when staying away.

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CLAIM FORM FOR INTERVIEW TRAVEL & SUBSUSTENANCE EXPENSES

RECEIPTS MUST BE ATTACHED FOR ALL TRAVEL & SUBSUSTENANCE EXPENSES
(where there is no receipt a full written explanation is to be attached)

NAME	
ADDRESS & TELEPHONE NO.	
Street & No. Town Country Postcode Contact No. Email ID address	
BANK ACCOUNT DETAILS (Please complete in all respects, if details are not correct there will be a delay in payment)	
Bank Code Account Name Account No. Name of the Bank Address of the Branch	
INTERVIEW DETAILS	
POST	
VENUE	
DATE OF INTERVIEW	
INTERVIEW TIME	
VACANCY REFERENCE	
CLAIMANT DECLARATION My claim is in accordance with the conditions governing the payment of traveling expenses	
Signed :	Date :

