

## Expenses Policy for Applicants Attending AFP Interviews

### Key Principles

- This policy applies to all applicants attending an interview for an academic foundation training programme post across the United Kingdom (UK).
- The AUoA will ensure compliance with this policy and only reimburse expense claims in accordance with this policy.
- Applicants will only be able to claim expenses from port of entry to the UK.
- Applicants should ensure that they keep a copy of their expense claim form before submitting it, including copies of any receipts.
- Expenses will be reimbursed to a maximum of £100 (or £150 where the claim includes overnight accommodation and has been approved in advance by the AUoA).
- Expense claims will be sent for payment on the condition that applicants are offered and accept a post, are considered appointable and are not offered or are considered unappointable. Applicants declining posts will not have their expense claims processed.

### Applicant Responsibilities

Applicants must ensure that they travel to their interview in the most cost-effective manner. Where possible, the claimant should ensure they book an interview slot that: -

- Negates the need for an overnight stay the night before the interview.
- Allows for the most cost-effective travel options, e.g. off-peak rail ticket.

### Travel

Where travel is required, this should be by the most cost effective and appropriate means of transport. Public transport should always be considered first; however, it is recognised that there are times when it is not possible to use public transport.

### Train

- Train tickets should be booked as far in advance as possible.
- Travel should be standard class only, unless a first-class ticket can be purchased at a cheaper rate than standard class. In this instance, evidence of this should be attached to the expense claim.

### Travel within London

Congestion charge will not be reimbursed.

Underground costs will be reimbursed if using an Oyster Card and the card is registered and a printout can be provided; or

Where contactless payment is used, and a copy of a bank statement can be provided to show the payment.

Underground paper day tickets will not be reimbursed.

## Taxi

Taxi fares will only be reimbursed where there are no other forms of public transport to and from the location of the interview.

## Use of Personal Vehicles

- Mileage will be reimbursed between home address and interview venue and return, at the current NHS rate per mile.
- AUoAs will check mileage claimed to ensure that it is correct.
- Parking costs will be reimbursed upon production of a valid receipt or parking ticket.
- Toll fees **will not** be reimbursed.
- Reimbursement of any penalty imposed under the Road Traffic Act incurred whilst travelling to interview **will not** be paid.

## Subsistence

Subsistence will not be paid.

## Overnight Accommodation

Overnight accommodation will only be reimbursed where approval has been sought from the AUoA, prior to booking.

A copy of the approval to reimburse for overnight accommodation should be attached to the expense claim.

## IMPORTANT NOTE

**If the above criteria are not met, this will result in the claim being rejected.**

**Expense claim forms must be received by the AUoA no later than 28 calendar days after the interview.**

**Claim forms received after this time will not be processed.**

<b>Summary of Policy Maximum Allowable Claim</b>	£100 (£150 where overnight accommodation is included)
<b>Travel</b>	Rail fare Underground travel; Oyster Card with printout or contactless payment with printout Mileage at the current NHS rate Car parking with receipt
<b>Subsistence</b>	Subsistence will not be reimbursed
<b>Overnight accommodation</b>	Only payable where approval has been sought in advance of booking from the appropriate recruitment office and the approval has been attached to the claim
<b>mission deadline</b>	Expense claim forms must be received by the appropriate recruitment office no later than 28 calendar days after attendance at the interview

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