

INTERVIEW EXPENSES GUIDANCE

Normally, when a post is advertised off-Island, it is advisable to offer the UK based applicants interview expenses for one or two nights. The maximum amounts available are detailed on the back of the claim form.

Unsuccessful applicants should submit their claim for interview expenses along with receipts for travel, accommodation and other miscellaneous expenses to the Recruitment Administration Section. For the successful applicant, the expenses claim cannot be paid until the person has started work. In the event of the successful applicant declining an offer of appointment without good reason, interview expenses will not be paid. Any disputes about the award of interview expenses should in the first instance, be referred to the Office of Human Resources for consideration.

A copy of the Interview Expenses Claim Form is available on the following page.

INTERVIEW EXPENSES SCHEME CLAIM FORM

I declare that the expenses listed below have been necessarily incurred by me solely in attending an interview with the Isle of Man Public Services Commission. I understand that the expenses will not be reimbursed until after the conclusion of the interview and in the event of my withdrawing my application for reasons which the Commission considers inadequate, no expenses will be paid. If I am offered the post my expenses will be paid when I commence my employment.

POST: _____

SIGNATURE: _____ DATE: _____

NAME: _____ (IN BLOCK CAPITALS)

PLEASE NOTE - FOR ALL ITEMS EXCEPT (b) AND (k) TICKETS, RECEIPTS OR INVOICES MUST BE PRODUCED

DATE OF DEPARTURE TO ISLE OF MAN: _____

OUTWARD JOURNEY:

- a) Cost of 2nd class Rail/Coach fare from _____ to _____ = £ _____
- a) Mileage from _____ to _____ = _____ (Miles at *20.1p per mile)
(* this rate is paid for all vehicle mileage irrespective of size). = £ _____
- c) Boat/Plane fare from _____ to _____ = £ _____
- d) Taxi/Bus fare from _____ to _____ = £ _____

SUBSISTENCE:

- e) Accommodation (B&B/Half Board) at _____ Hotel
for _____ night(s) £ _____
- f) Lunches/Dinners: Date _____ £ _____
_____ £ _____
_____ £ _____
_____ £ _____
- g) Car parking fees: Place _____ £ _____
_____ £ _____

RETURN JOURNEY:

- h) Taxi/Bus fare from _____ to _____ £ _____
- i) Boat/Plane fare from _____ to _____ £ _____
- j) Cost of 2nd class Rail/Coach fare
from _____ to _____ £ _____
- k) Mileage from _____ to _____ = _____ (Miles at *20.1p per mile)
= £ _____

TOTAL CLAIM £ _____

APPROVED: _____ SECRETARY, PUBLIC SERVICES COMMISSION

NOTES FOR APPLICANTS

The following items may only be claimed if approval has been granted by the Office of Human Resources prior to the applicant's departure to the Island:

1. Ferry fees for transportation of a motor vehicle;
2. Hire cars;
3. More than 2 nights accommodation.

The following will not be paid:

1. Telephone calls;
2. Alcoholic beverages;
3. Expenses for the applicant's spouse to visit the Island during the interviews (except where specifically requested in the interview letter).
4. Claims submitted without relevant receipts.

The Public Services Commission has placed the following ceiling on Interview Expenses as follows:

1 night's accommodation required - £341.50

2 nights' accommodation required - £399.00

3 nights' accommodation required - £456.50

In all cases the authorising officer must be satisfied that the number of nights' accommodation is necessary.

Applicants experiencing difficulties with travel arrangements are advised to contact the Department of Tourism and Leisure Telephone 01624 686801 or visit its Website - **www.visitisleofman.com** and select **travel information** from the menu.

ALL APPLICANTS SHOULD COMPLETE THE FOLLOWING: -

Full name and address to which expenses should be sent: -

Please complete in block capitals: -
