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| **Isle of Man Public Service** |
| **Interview Expenses** Claim Form |

 **Your Details**

|  |  |
| --- | --- |
| **Your Name** |  |
| **Job Interviewing For** |  |
| **Department** |  |
| **Job Reference Number** |  |
| **Home Address** |  |
| **Bank Account Number** |  |  |  |  |  |  |  |  |
| **Bank Account Sort Code** |  |  | - |  |  | - |  |  |

All interview expenses will be reimbursed via a BACS payment using the details above. Please note, to enable this claim to be settled in full all receipts or proof of expenditure must accompany this form.

**Main Travel**

|  |  |
| --- | --- |
| **How you travelled** | Boat / Plane |
| **Ticket type** | Single / Return |
| **Ticket cost** | £ |

**Other travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mode of Transport** | **From** | **To** | **Date** | **Cost (£)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **Accommodation and Refreshments**

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| --- | --- | --- |
| **Accommodation** | **Name of Accommodation** |  |
|  | **Number of nights stayed** |  |
|  | **Total cost of accommodation** | £ |
|  |
| **Refreshments** | **Cost of lunches/dinners** | £ |

The following items may only be claimed if prior approval has been granted by the Office of Human Resources prior to your departure to the Isle of Man:

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
4. Claims submitted without relevant receipts

The maximum claim amount is detailed on the link provided within your invitation to interview letter. Please note, any flights beyond the UK/Ireland must have the costs agreed in advance with the Hiring Manager.

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| **Your Declaration**I certify that the travelling expenses claimed have been actually and necessarily incurred by me whilst attending an interview with the Isle of Man Public Service and have not been claimed from any other authority.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 Department considers inadequate, no expenses will be paid. If I am offered the post my expenses will be paid via salary when I commence my employment. |
| **Total reimbursement amount** | **£** |
| **Signed:** | **Print:** | **Date:**  |

**Important for Claimants: Please send this form and receipts to the Recruiting Manager for this position, you will find their email address on your invitation to interview email.**

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**Manager’s Declaration**

By signing the below you are confirming the expenses being claimed are correct and the receipts have been verified against this claim form.

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| --- | --- | --- | --- |
| **Manager Signature** |  | **Manager Name** |  |
| **Job Title** |  | **Date** | **\_ \_ / \_ \_ / \_ \_ \_ \_** |
| **General Ledger Code** | 25010199 | **Cost Centre Code** |  |
| **Candidate Outcome***(Please circle)* | Successful / Unsuccessful |  |

**Important for Authorising Managers: Please send completed forms and receipts to:**

 **Successful candidates:** Payroll, 1st Floor, Illiam Dhone House, Circular Road, IM1 1AG
**Unsuccessful candidates:** Finance Office, Central Government Building, Bucks Road, IM1 3PN