

**Notes for candidates attending interviews**

1. The governors will reimburse second class railway or bus fares by the cheapest available route. **Advantage must be taken of day return tickets where available.** Travel by car will be paid at public transport rate which is currently 22.6p per mile. Mileage reading must be recorded. Where overnight accommodation is required the governors will incur the actual expenditure up to a maximum of £53.00 for bed and breakfast **on production of a receipted account.**

Candidates from abroad are paid from point of arrival in the UK.

1. The governors will also reimburse actual subsistence up to the following maximum. A tea allowance will not be paid when a dinner allowance is claimed. A breakfast allowance will not be paid when an allowance for bed and breakfast is claimed. Please allow six weeks for payment.

Breakfast £4.48

Lunch £6.17 (when a school meal is not available)

Tea £2.43

Dinner £7.64

1. Expenses of those candidates invited for interview will be repayable **except where an application is withdrawn or an offer of appointment is declined.**
2. The successful application will be paid the expenses of interview after he/she has taken up appointment.
3. For auditing purposes receipts must be produced for all claimed expenditure (rail/bus tickets, hotel accommodation, subsistence).
4. Please forward your completed expenses claim form (including receipts) to the school.