

# Guidance on completing the expenses claim form

## ***Entitlement to claim***

At the assessment centre/tests/interview you will be asked to provide original proof of your name, nationality, immigration status, date of birth and address. If you cannot provide this or the information you provide is inaccurate, we will not reimburse expenses, or you may be asked to repay, the cost of your attendance at the interview or assessment centre.

You must submit your claim within 3 months of attending the assessment centre, or tests or interview.

## ***Travelling***

Travelling expenses will be limited to the direct journey from where you currently stay to the assessment venue.

**Public Transport** - You may claim travel expenses up to the cost of the return journey to/from your home by bus or second-class rail fare, taking advantage of any appropriate cheap fares.

**Air** - Return economy airfares, where possible making use of low cost airlines and/or special offers, may be reimbursed. We will reimburse the cost of travelling by public transport to the airport. You must contact DFID in advance for approval before incurring any other air travel costs.

No other expenses - except car parking fees, tolls and ferry costs - will be met. You will have to provide receipts.

**Taxi** - Fares will normally only be reimbursed for journeys where there is no other suitable method of public transport. Claims may be limited to the cost of public transport.

**Car** - If you travel by car the rate is 25p per mile in the UK. DFID discourages the use of a private motor vehicle (car or motor bike) for official travel, and encourages candidates to consider whether this is the most appropriate means of travel.

## ***Subsistence***

Normally we will also reimburse one night's stay at the assessment centre or interview location if you live too far away to travel on the assessment day. You must get approval in advance to stay away from home for more than one night at DFID's expense. If you have to pay for accommodation for any nights necessarily spent away from home you can claim the following:

- Hotel accommodation on a Bed & Breakfast basis up to a maximum of £85 in London or £65 elsewhere in the UK.
- Plus residual subsistence allowance of £23.30 per night; if you are provided with a meal at lunchtime your claim will be reduced by £4.25.
- Rates for essential overseas stopovers to/from the assessment centres or interviews are available on request.
- If you stay with family, friends or colleagues you can claim £25 a night.



## **🔒 Your Information**

The Data Protection Act gives rights to individuals in respect of personal data held about them by others and as directed by the Act, you should know the following:

DFID is the Data Controller and is registered with the Information Commissioner for the purpose of the Data Protection Act 1998.

The information you give on this claim form will be used by DFID to reimburse travel and subsistence incurred by you whilst attending an assessment centre/interview. If you are provisionally selected for an appointment the details will also be used to pay any subsequent claims prior to appointment.

Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

## ***Declaration***

I confirm that I have read the instructions above and necessarily incurred the expenditure claimed.

Name (Block capitals):

Signed: \_\_\_\_\_

Date: \_\_\_\_\_