Scottish Medical Training Specialty Training Interviews – Guidance Notes (for interviews held in Scotland)

1. Please note that trainees from Scotland should claim from their current employer, i.e. your local Health Board.

2. Trainees from outside Scotland should claim from the lead Board dealing with recruitment for the specific specialty – see contacts here: http://www.scotmt.scot.nhs.uk/recruitment/specialty-recruitment/interviews.aspx

3. Expense claim forms should be countersigned at interview as proof of attendance. However, if this is not possible for any reason, when sending your Expense Claim Form and receipts, please ask for your attendance at interview to be confirmed with the Administration Team who managed the process. Please also give your full contact details including email and telephone number.

4. Completed expenses claim forms must be submitted within 3 months of attending for interview.

Notes
Please read these notes carefully before completing the form.

Applicants attending interviews are entitled to travel and subsistence allowance at appropriate rates in accordance with Terms and Conditions for Hospital Medical and Dental Staff and AL (MD) 4/98.

RECEIPTS MUST BE ATTACHED FOR ALL TRAVEL AND SUBSISTENCE CLAIMED.

No claims will be paid unless they are supported by receipts. If a public transport fare or parking cost is being claimed, the trouble must be taken to obtain a receipt or the ticket must be withheld. If for some reason you are unable to show proof of payment, an explanation must be given in writing.

Those travelling to interviews must use the most cost effective means possible. The appropriate NHS Board reserves the right to only reimburse you the cost of the cheapest fare.

Travel

By Rail: Supersavers and Standard Class rail fares only. The most cost effective fare must be sought for rail travel. Wherever possible please buy your ticket in advance to ensure this.
By Air: Payment for travel by air may not exceed the total cost of travelling by public transport (e.g. road or rail).

By Car: Public Transport Rate 24p per mile.

By Taxi: Payable only where there is no other means of transport available.

By Underground: The trouble must be taken to purchase a paper ticket, which must be attached to the claim form.

From Overseas: Will only be paid from and to the Port of Entry in the United Kingdom.

Subsistence
If you wish to claim subsistence both the amount and the journey times must be stated on the claim form. Subsistence claims are subject to the maximum allowances below. Please ensure when claiming subsistence allowance that you also attach all receipts and detail the times of absence from base.

When staying overnight in a hotel, guesthouse or other commercial accommodation, the overnight costs will be reimbursed as follows:

Overnight Allowance:
Accommodation up to £55.00 (inc. breakfast)

Day Allowance:
Meals Allowance

Lunch allowance – £5
(more than five hours away from base, including the lunchtime period between 12pm to 2pm)

Evening Meal allowance - £15
(more than ten hours away from base and return after 7pm)

or per 24 hour period - £20

Candidates staying with friends or relatives - £25
(no other allowance can be claimed with this)

Please note:
If you are staying over night this needs pre approved by the recruitment team.

The appropriate NHSScotland Board will try wherever possible to arrange convenient interview times for those travelling from further afield to negate the requirement for overnight accommodation. It is suggested that where possible candidates travel by rail to reduce journey times.

The appropriate NHSScotland Board will not reimburse candidates for travel to pre-interview visits.

NB – Please take this claim form with you on your date of interview and have it signed by the admin person coordinating interview arrangements at your interview location. Claim forms will also be available on the day of the interview.