

**Head Teacher**  
**Andrew Moss MEd**

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**Gordon's School**  
**West End**  
**Woking**  
**Surrey**  
**GU24 9PT**

**The National Memorial to General Gordon**  
**Patron: Her Majesty The Queen**

## **Interview Expenses Policy**

Where a candidate is attending a job interview at Gordon's School, the school will normally reimburse reasonable travel and, if applicable, accommodation costs. This will be for the individual candidate; the School will not be able to meet any costs for anyone else travelling with you.

### **Travel**

The following will normally be reimbursed:

- Public transport from within the UK to the value of standard rail or coach fares or, where more economical overall, the standard fares for domestic flights;
- Local bus or taxi fares associated with the journey to and from the school, excluding long-distance taxi fares;
- Private or hire car travel at 45p per mile, including reasonable parking charges;
- **Standard fare flights from within the UK.** Applicants should seek the best value flight possible and the School reserves the right only to pay up to this value where it is exceeded.

### **Accommodation and associated expenses**

Where a request for an overnight stay has been approved by the Head Teacher, the school will reimburse reasonable single occupancy bed and breakfast hotel accommodation up to £100.00 for one night and up to £20 for an evening meal.

Any additional expenses incurred (e.g. food and drink (other than evening meal and breakfast), newspapers, telephone calls etc.) will **not** be reimbursed.

### **Submitting an expenses claim**

Expense claims must be submitted on the Gordon's School Expenses Claim Form. Applicants should send their completed expenses form and tickets/receipts to the Finance Department to be authorised. Once authorised, payment will be made by BACS or by cheque to the candidate address specified on the form.

Please note, expense claims can only be processed where they are fully completed and accompanied by the appropriate original tickets and receipts confirming date of travel, accommodation or purchase, and the cost. Bank statement or credit/debit card receipts alone cannot be accepted as evidence of expense. Any queries regarding an expenses claim should be made to the Finance department of Gordon's school.

Gordon's school reserves the right not to pay the expenses of a candidate who is offered employment but declines to accept it where the reason(s) for non-acceptance are relating to issues not disclosed to the school prior to the interview.

**June 2016**