

**REIMBURSEMENT OF EXPENSES FOR ATTENDANCE AT DETI PUBLIC APPOINTMENT INTERVIEW**

Interview for:- \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Time of Interview: \_\_\_\_\_ Venue: \_\_\_\_\_

**Complete in Capital Letters please**

Name	Address	
	Details of Return Journey	For Public Appointment Unit's use
<b>Total number of miles claimed @ Public Transport mileage rate, currently ( 25.7 p per mile)</b>		
<b>Public Transport Fares (attach receipts)</b> <i>Only receipted fares will be considered for reimbursement</i>		
<b>Other (attach VAT receipts)</b> <i>Only receipted expenses will be considered for reimbursement</i>		
<b>Total Claimed</b>		<b>Total Recommended</b>

**DECLARATION:**

I declare that I necessarily incurred all of the above expenses to attend interview and that the information provided is accurate and complete.

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

**For Public Appointment Unit's use**

<p><b>DATE RECEIVED IN PAU:</b> _____ <b>INITIALS</b> _____</p> <p><b>CLAIM CHECKED:</b> I confirm that, to the best of my knowledge, the facts given in this claim are correct. I recommend payment of £ _____</p> <p>Signed: _____ (AO) Date: _____</p> <p><b>RECOMMENDED FOR PAYMENT BY</b> _____ : (name of Sponsor Branch)</p> <p>Signed: _____ (EOI) Date: _____</p>
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**NOTES:**

Claim forms must be submitted within one month of the candidate's attendance at interview.

Claim forms must be fully completed and original receipts for travel and other expenses must be attached. Any claim that does not include the necessary information and/or receipts will be returned to the candidate.

**TRAVEL ALLOWANCES**

**Mileage**

The public transport rate of mileage will be paid. Other expenses such as parking, bus, train or taxis fares will be paid in respect of actuals.

**Air Fares**

Applicants travelling by air should book flights at the Economy Class rate, although Business Class may be booked where it is necessary to cover outward and return flights within one calendar day.

If you have any query on your entitlement to make a claim, please contact Miss Alison McCombe as follows:-

- Tel: (028) 90 529396
- Fax: (028) 90 529583
- Email: Alison.McCombe@detini.gov.uk
- In writing to - Public Appointments Unit, Department of Enterprise, Trade and Investment, Room 125 Netherleigh, Massey Avenue, Belfast, BT4 2JP