
Candidate Expenses Policy and Procedures

Policy statement

The RIBA wishes to assist job applicants who have been invited for a formal interview with the RIBA with the costs they incur when travelling to attend that job interview with the RIBA. The RIBA will reimburse reasonable UK travel expenses up to a maximum equivalent to the standard rail fare. Candidates living abroad who are invited to interview should contact the Personnel and Training Department to discuss travelling expenses and if the RIBA is able to contribute towards these.

Principles

Candidates are expected to travel by the most cost effective method. Where interviewees are already in possession of season tickets, the RIBA will not reimburse travel, congestion charge or parking costs.

Journeys made by private car may be reimbursed at the rate of 25p per mile or at the maximum equivalent of the standard return rail fare (whichever is the lower figure)

Taxi, bus and underground fares and other incidentals of a journey will be reimbursed when circumstances justify the expenditure incurred. Taxis may not be used in London unless this is necessary for someone with a disability. The RIBA will not normally reimburse meal or refreshment costs. In the case of any hardship, please contact the Personnel and Training Department.

Where previously agreed:

- congestion charge and up to 3 hours parking costs will be reimbursed where these costs are essential and travel by bus or rail is impractical;
- economy air fares will be reimbursed up to a maximum of £150 for return flights.

Proof of expenditure will be required in all cases.

Procedure

If applicant's wish to claim for congestion charge, parking, meal, hotel and or air fare, or any cost over £50.00 in total they **must**:

- ring the Personnel and Training Department on 0207 307 3601 or 3696 to gain authorisation for reimbursement **before** any expense is incurred;
- provide details of rail costs

The RIBA regrets that where prior approval is not gained it will not be possible to reimburse these costs. Claims for expenses must be made on the RIBA's Interviewee's Expense Claim Form copies of which may be obtained from the interviewer or the Personnel and Training Department. The form must be completed in full and accompanied by receipts.

Forms and receipts should be given to Reception on arrival. Where possible expenses less than £50.00 in total will be settled in cash after the interview and before the interviewee leaves the premises. The candidate will be required to sign to confirm

receipt of payment. Alternatively, a cheque will be sent to the applicant within three weeks of the interview.

The RIBA reserves the right to amend or terminate this policy.

This policy does not form part of a contract nor is it intended to confer legally enforceable rights upon you.

If you have any questions about the information contained in this document please contact the Personnel and Training Department.