
Partner Interview Candidate Expense Policy

1. Reasonable rates are payable for travelling costs to reimburse out of pocket expenses incurred for the sole purpose of attending an interview for a partner role.
2. This policy covers expenses claims made for interviews from 1st December 2017.
3. The HCPC will refund a maximum of £150 to candidates for expenses related to travel to and from a Partner interview.
4. The HCPC will only refund expenses that comply with the principles outlined in this policy. Payments are made directly into claimants' bank accounts providing claims are submitted with relevant receipts and authorised by the Partners Department. Relevant receipts should be in the form of either itemised/actual receipts or booking confirmation clearly stating the date of travel, journey, ticket class and amount.

Rail

5. Standard class rail fares at the cheapest available rates will be reimbursed. This will usually be an advance ticket for a particular booked train.

Air fares

6. Air travel will only be reimbursed in exceptional circumstances and when it has been arranged with the Partner Manager prior to the interview.

Tube, coach and bus fares

7. All reasonable tube, coach and bus fares will be reimbursed as incurred.

Mileage allowance

8. Mileage allowance is payable for the use of candidates' own cars. Travel by private vehicle should only be used when public transport is either not available or the total door to door cost is less than public transport. These mileage allowances are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:

- Cars: 1st 10,000 miles: 45p per mile
- Additional miles: 25p per mile

- Motorcycles: 24p per mile
- Cycles: 20p per mile

9. Congestion charge in London cannot be claimed as public transport is widely available.

Taxi fares

10. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in exceptional circumstances and only when the use of a taxi has been arranged with the Partner Manager prior to the interview.

Other travelling expenses

11. Expenses incurred in respect of tolls, parking and ferries may be claimed.
12. Candidates cannot claim for subsistence or accommodation during travel to and from a Partner interview.

Making a claim

13. Claims should be submitted on 'HCPC candidate expense claim form' which can be requested from the [Partner Team](#) and have to be submitted within one calendar month from the date they occurred.
14. Claim forms and scanned receipts can be submitted electronically to finance@hcpc-uk.org. Claim forms and original receipts can also be submitted. Credit/debit card receipts will not be accepted.