



CALDEW SCHOOL

INTERVIEW EXPENSES POLICY

Reviewed under Resources and Finance Committee

Reviewed annually

Adopted: May 2014

Next review: April 2025

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

No person should be denied the opportunity to be granted an interview for financial reasons. Allowances for travel and subsistence should be available as follows:

Travel and Subsistence

Category	Allowance
1. Car Allowance	45p per mile (reduced to 25p after the first 100 miles) Claims should detail the date and purpose of the journey and the mileage.
2. Public Transport	Actual cost of tickets, ordinary second class or cheaper fare plus any reservation fee.
3. Subsistence	To be agreed with school prior to costs being incurred. Actual cost of meals and accommodation up to a maximum of £80.00 per night.
4. Eligibility	Eligibility for expenses should be confirmed with the school before committing expenditure.

It is expected that claims will be reasonable and they should detail the date of the journey and be supported by receipts.