

VECTARE

TRAVEL EXPENSES POLICY

01/11/2022



Travel Expenses Policy

Objective:

This policy aims to support job applicants by reimbursing reasonable travel expenses incurred during the interview process, up to a maximum of £100. The organization recognizes the financial burden that attending interviews may impose on candidates and seeks to facilitate a fair and inclusive recruitment process.

Eligibility:

Applicants must have attended an in-person interview with the company to be eligible for travel expense reimbursement.

Reimbursement is applicable for reasonable travel expenses directly associated with attending the interview, such as transportation costs.

Reimbursement Process:

Applicants should submit their reimbursement requests along with valid receipts within 14 days of the interview date.

Receipts must be itemized and clearly display the amount paid for transportation expenses.

Reimbursement will be processed within 30 days of receipt of a complete reimbursement request.

Maximum Reimbursement:

The maximum reimbursement amount is £100.

Expenses exceeding £100 will not be covered by the organization.

Inadequate Reasons for Reimbursement Denial:

Declining the Job Offer: Reimbursement will not be permitted if the applicant declines the job offer for reasons deemed inadequate, including but not limited to:

a. Salary: The offered salary is within the industry standard and aligns with the candidate's experience and qualifications.

b. Relocation: If the job requires relocation, this should be carefully considered before attending an interview

c. Personal Preferences: Personal preferences that are not directly related to the job role or working conditions provided by the organization.

Review and Amendments:

The organization reserves the right to review and amend this policy as needed.

Any changes will be communicated to all stakeholders and will be effective immediately.

Compliance:

All employees involved in the recruitment process are responsible for ensuring compliance with this policy. Failure to adhere to the policy may result in disciplinary action.

This policy is designed to ensure fair and consistent treatment of all job applicants while safeguarding the organization's resources.



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