

LtL's CEO Interview Reimbursement Policy (2025)

At Learning through Landscapes, we value the time and effort candidates invest in our interview process. This policy aims to ensure that candidates are fairly reimbursed for expenses incurred during their interviews with us, reducing barriers to attendance and helping to create a level playing field from which equality of opportunity can operate.

This policy applies to all interviewees. Learning through Landscapes will reimburse travelling expenses from within the UK mainland (or from the port of entry if an overseas applicant travelling from outside the UK) and return journey.

Depending on the mode of travel used, if travelling by train, the rate paid will be second class rail travel for return journey on production of receipts. Travel by taxi from the nearest railway station will be reimbursed on production of receipts. If travelling by car, the amount reimbursed will be based on the actual miles travelled at HMRC standard rates, or the actual expense incurred if less. The mileage will be calculated from the candidate's home address to the site address where the interview is held, using the information provided on internet travel sites.

Reimbursement of overnight accommodation will only be considered if an overnight stay is required due to the timing of the interview, or where the candidates are travelling in excess of 100 miles (single journey). Where agreed, this will normally be at the current rate for 1 night's accommodation quoted by national budget hotel chains (e.g. Travelodge, Premier Inn) and will include, where appropriate, the cost of evening meal and breakfast at the rates set out in the Trust's Expenses & Subsistence Policy. The accommodation should be arranged directly by the Trust if required.

The Trust will not pay the cost of meals taken en-route to and from interviews. Where candidates are to be on site for a significant period of the day during the selection process, LtL will provide appropriate refreshments.

Submission Process

Candidates should submit their claims with all relevant receipts within 15 days of the interview.

Approval and Payment

Reimbursement claims will be reviewed by the HR and Business Services Manager and processed within 30 days of submission.

Queries

Finances should not be a barrier to interview attendance, should this be the case, please reach out to Sarah Knott directly to discuss how we can support you so that equality of opportunity can operate.

For any other questions or clarifications regarding this policy, candidates can reach out to, Sarah Knott, the Business Services & HR Manager.

Relevant Excerpts from LtL's Expenses & Subsistence Policy

Excerpts taken from V3/MAY24

"Claims must be accompanied by a receipt wherever the supplier can reasonably be expected to have provided one."

"Costs up to £90 per night (inclusive of VAT) are payable against receipts for overnight hotel accommodation (exclusive of breakfast) or B&B (inclusive breakfast) on LtL business (outside London)

Reimbursement will only be made for the cost of the room, evening meal and breakfast. Where meals are not taken in the hotel, separate restaurant receipts should be obtained."

"Breakfast up to £8 payable if you are engaged in work business which takes you away from home before 6am. However, if there is a standard hotel charge for a cooked breakfast then up to £11 can be claimed.

Evening Meal up to £19 payable if you return home from business after 8pm. In exceptional circumstances the amount for the evening meal could be claimed up to £25; however, this must be agreed by the project manager. The Trust considers a reasonable evening meal to be up to two courses and a drink. The Trust does not pay for any alcoholic drinks."

