



Expense guidelines for the graduate programme recruitment process

As a candidate for Go-Ahead, we want you to feel like part of the company and it's important to us that we make this as accessible as possible for you throughout the recruitment process. Each candidate has a responsibility to read, understand and support Go-Ahead's expense guidelines for candidates applying for the graduate scheme.

Candidates should be advised that all travel to attend selection events must be made in the most economical way possible and that subsistence will only be paid for those candidates requiring overnight accommodation. If candidates can prove that the timings of public transport are not in their favour when attending an assessment centre or final interview, we will certainly take this into consideration for accommodation needs. Candidates who require overnight accommodation must request authorisation from the recruiting team, in advance of making any reservation. Any subsequent costs incurred, e.g. room service, telephone calls or bar bills, will be met by the candidate (please request that these are invoiced separately). Wherever practical, maximum use should be made of public transport. It is appreciated that this is not always possible, but should be the first option for consideration.

Go-Ahead will reimburse the following expenses on the basis you can provide a VAT receipt:

- **Accommodation** costs up to £60 per night outside London and £80 within London (please book as far as advance as possible)
- **Train tickets** no more than £200 and it depends on where you are travelling to/from. No first-class tickets are allowed, and please book as far as advance as possible
- **Airline travel** – please discuss this with the recruitment team. Candidates are required to travel in coach/economy class for all domestic and international travel. Airline Excess Baggage fees (maximum of two checked bags) will be reimbursed if reasonable and required for interviewing purposes. Candidates will not be reimbursed for lost or delayed luggage. Candidates should contact the transporting airline carrier in the event of lost or delayed luggage
- **Taxis** – this is only an option when there is no available public transport available. Please confirm this with the recruitment team beforehand.
- If you have booked transport/accommodation and Go-Ahead have changed the details, you will not be liable for the cost.



Go-Ahead will not reimburse:

- Travel in a car
- First class tickets
- On the day purchases
- Food purchases, unless we are asking for you to commit to more than half a day

Candidates who incur expenses that do not comply with the guidelines may be subject to delay and withholding of reimbursement. Candidates are responsible for paying their selection expenses in the first instance, which can then be claimed back from Go-Ahead.

What is expected of candidates?

1. All original itemized receipts and VAT receipts (a receipt that shows the breakdown of all items purchased with a final payment due) need to be sent along with a completed claims form after an event to Helen (helen.francis@go-ahead.com) for any expenses incurred.
2. Failure to complete or send original receipts can result in delay of payment.

How will expenses be refunded to candidates?

Payments made in sterling will normally be paid by bank transfer (if full bank details are provided), or a cheque from Go-Ahead, which will be sent to the address provided on the claims form. Payments made in foreign currencies will be calculated on the exchange rate in place on the day that the claim is processed and will normally be made by bank transfer; therefore, bank account details will be required.

Go-Ahead reserves the right to decline payment of expenses to a candidate who, without reasonable grounds, either withdraws from the selection process at short notice or declines an offer of appointment.

For any questions or support, please contact Helen at helen.francis@go-ahead.com (call, text or WhatsApp).