**INTERVIEW EXPENSES FORM**

Ref No:

SAP document number:

Before completion of this form please read the notes below. Please then complete in block capitals all sections and return to your interviewing Faculty/School/Department/Service. **The University reserves the right to refuse payment of claims which are not supported by receipts.**

# Travel

Travel expenses from within the UK can be reimbursed up to a maximum equivalent to the standard return rail fare only. Journeys made by private car may be reimbursed at a rate of 25 pence per mile or the maximum equivalent to the standard return rail fare (whichever is the lower figure).

Taxi, bus and underground fares and other incidentals of a journey will be reimbursed when circumstances justify the expenditure incurred, but taxis should only be used if cheaper transport is not practicable. Where previously agreed, economy class air fares and Standard class Eurostar tickets will be reimbursed.

# Accommodation

Unless otherwise agreed the cost of overnight accommodation will **only**be reimbursed by the University if it is booked through your Faculty/Department/School/Service contact.

**Meals**

Reimbursement for food purchased during the time spent away from your home address or usual place of work, for the purpose of attending the interview, will be up to the following allowance. All claims must be supported by receipts:

5-10 hours = £15.00 per day or more than 10 hours = £25.00 per day.

# Payment

All claims **must**be supported by receipts. Forms received by the 10th of each month will normally be paid by the end of the same month; forms received after this date will be paid by the end of the following month, please ensure that details are entered correctly as incorrect information will cause a delay. Interview expenses will not usually be reimbursed to candidates who are already employed by the University, on main campus.

**Claims for less than £5 should be made on the day of your interview to the Interviewing Faculty/Department/School/Service and arrangements should be made for reimbursement as a cash payment.**

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| Full name: | | | | Address in full: | | | | | |
| Telephone : | | | |
| E-mail: | | | |
| Bank name and address in full: | | | | | | | | | |
| Bank Sort-Code / Swift code / BIC / ABA Routing: | | | | | | | | | |
| Bank Account Number / IBAN number: | | | | | | | | | |
| Post interviewed for: | | | | | Job reference number: | | | | |
| Faculty//Department/ School/Service interviews held: | | | | | | | | | |
| **Date** | **Please provide sufficient details below** | | | | | **Sterling Amount** | | **Amount – [Foreign Currency inc €’s]** | |
| £ | p |  |  |
|  | 1. Rail Fares | From | To | | |  |  |  |  |
|  | 2. Air Fares | From | To | | |  |  |  |  |
|  | 3. Mileage | From | To | | |  |  |  |  |
|  | 4. Accommodation | Details | | | |  |  |  |  |
|  | 5. Meals | Details | | | |  |  |  |  |
|  | 6. Other | Details | | | |  |  |  |  |
| Total claimed | | | | | |  |  |  |  |

I certify that the expenses claimed on this form are correct. **Please ensure receipts supporting this claim are attached.**

Signature of claimant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FOR OFFICE USE ONLY**  **Financial approval:**  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_ | **GL account: 52130 Tax code: I0**  **Cost object**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Departmental/HR contact approval:**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ |

**Please return your form to the** **Interviewing Faculty/Department/School/Service**