

Claim Form – Candidate Interview Expenses

PLEASE READ THE FOLLOWING NOTES CAREFULLY - Please note that expenses are only applicable where a candidate lives outside a 30 mile radius from the interview venue, and are only payable for UK travel:

In accordance with our financial regulations, interview expenses will only be reimbursed:

1. For **TRAVEL** - at public transport rates i.e. bus/standard class rail fare. **Receipts must be attached. Please note that we do not pay for taxis.**
Where you use your own vehicle and are therefore unable to provide a receipt, payment will be made at public transport rates i.e. bus/standard class rail fare. Payment of the claim may be delayed whilst we confirm the appropriate fare.
2. For **SUBSISTENCE** - only where expenditure has been incurred – subject to the maximum University subsistence rates currently in force. **Receipts must be attached.** Breakfast £3.00 - if you leave home prior to 6.30 a.m.; Lunch £7.00 (long selection processes will include a lunch provided by the University) & Evening Meal £8.50 - if you arrive home after 8.30 p.m.
3. For **ACCOMMODATION** – You are responsible for arranging your own accommodation. If you choose to stay in University accommodation please state when booking that you are coming for an interview. The fee will then be charged directly to HRM Services. If you book alternative accommodation external to the University **receipts must be attached.** Any claims received 3 months or later after the interview date will not be processed

POST APPLIED FOR:

DEPARTMENT:

DATE OF INTERVIEW:

NAME:

ADDRESS:

DETAILS OF CLAIM:

TRAVEL:

Bus/standard class rail fare: **(Please attach receipts)**

£ :

Own Vehicle Used: (Payment will be made at public transport rates i.e. bus and standard class rail)

£ :

SUBSISTENCE: (Please attach receipts)

£ :

ACCOMMODATION (Max of £45.00)

£ :

TOTAL CLAIMED:

£ :

Date.....Signature.....

Please provide details for electronic payment to your bank or building society account

Sort Code Account No

Building Society No

Bank/Building Soc. Name _____

Email Address _____
(for remittance advice)

UNIVERSITY USE ONLY:

Certified correct for payment: