



INTERVIEW EXPENSES CLAIM FORM

- Expenses will not be paid until after the interview. In the event of a candidate withdrawing his/her application or refusing the offer of employment on grounds, which in the opinion of the University are inadequate, no expenses will be paid. The expenses of a successful candidate will be paid when the appointment is taken up.
- Travelling expenses may only be claimed by interview candidates who live outside a 10 mile radius of the University and whose travel costs are £5 or more.
- Expenses will be reimbursed for 2nd class rail travel or the cost of a cheap day ticket where these are available.
- Candidates travelling by car will be paid expenses **ONLY** in respect of mileage i.e. **NO** ferry expenses will be met for vehicles travelling outside the UK. The maximum mileage payable will be in respect of the shortest route between the candidate's home and the place of interview. In order to check mileages we use two internet map companies, www.multimap.com, and www.mapquest.com which enable the checking of postcode to postcode mileage. If you check your mileage on the web, use the 'shortest distance' option and then double it for a return journey. Include a print out with your claim to reduce processing time. Candidates travelling from outside the United Kingdom including the Isle of Man will be paid expenses **ONLY** from port of entry or airport of arrival.
- Where it is deemed appropriate by the University, candidates are entitled to be reimbursed only for the cost actually incurred for bed and breakfast, and for breakfast, lunch or dinner that has to be taken away from your home and paid for. The University has a right to withhold expenses claims if appropriate receipts have not been provided.
- VAT REGISTERED RECEIPTS MUST BE PROVIDED FOR ALL EXPENSES TO BE CLAIMED** (excluding mileage)

| | | | |
|-----------|--|-----------------------------|-------|
| Full Name | | Post Ref No* | |
| Address | | Date Interview | |
| | | Time of Interview | |
| | | Place of Interview | |
| | | Date & Time Journey Started | Am/pm |
| Post Code | | Date & Time Journey Ended | Am/pm |

* Claims can not be processed without a Post Ref Number

| PUBLIC TRANSPORT | | | | Amount Claimed |
|------------------|----|------|----|----------------|
| From | To | From | To | |

| TAXIS | | | | Amount Claimed |
|-------|----|------|----|----------------|
| From | To | From | To | |

| PRIVATE CAR | | | | Amount Claimed |
|-------------|----|----------------|----|----------------|
| From | To | From | To | |
| Mileage | | @ 20p per mile | | |

| | | |
|--|------|--|
| BREAKFAST taken before 8.00am (maximum reimbursement £5.00) | Date | |
| LUNCH taken between 12.00 and 2.00pm (maximum reimbursement £7.00) | Date | |
| DINNER taken after 8.00pm excluding alcoholic drinks (maximum reimbursement £12.50) | Date | |

| | | |
|--|------|--|
| BED AND BREAKFAST (maximum reimbursement £60.00 inc VAT) (Where a VAT registered receipt cannot be provided, maximum reimbursement will be £15). | Date | |
|--|------|--|

| | |
|---|--|
| OTHER NECESSARY EXPENSES INCURRED (Please give full details) | |
|---|--|

I confirm that I have read the notes above and the claim is correct. I have also attached all expense receipts to be claimed.

TOTAL
£

Signed _____ Date _____

Send to Human Resources, Melbury House, 1-3 Oxford Road, Bournemouth, Dorset BH8 8ES

FOR HUMAN RESOURCES USE ONLY

I confirm that the above named attended for interview on _____ and was successful/unsuccessful.

Employment commenced _____ (date)

Total amount to be reimbursed £ _____ Nominal code PE3090 Activity code 3520

Signed _____ Date _____

HR OFFICER

Form revised May 10