

Interview expenses guidance

Introduction

The guidelines below set out the parameters that allow candidates to claim expenses incurred travelling to and from interview with the University. All candidates who incur expenses when attending an interview may reclaim reasonable costs from the University. The chair of the panel for the recruitment process will decide (in discussion with their budget holder) if expenses are to be offered to candidates. All costs will be borne by the recruiting department.

General principles

Expenses incurred in accordance with these guidelines are refundable only on production of original receipts. Copies will not be accepted.

Candidates are required to pay for any expenses as they are incurred. Within two weeks of the interview, candidates should submit a completed claim form attaching all receipts. Payment will be by BACS transfer. Successful candidates will only be reimbursed travel expenses after they have taken up appointment with the University.

Any claims for expenses outside these guidelines must be agreed by the recruiting department's budget holder before any cost is incurred.

Travelling within the UK

The claimant may choose to travel by car or public transport. However only the lowest cost practical option is claimable, which will usually be the lowest available public transport cost available at the time.

Public Transport

When candidates wish to claim the cost of using public transport, they must provide the relevant receipts. Repayment of taxi and private hire car fares are normally not met.

Private Car

When candidates claim expenses for travelling by car, payment will be the cheaper of the University's mileage rate (40p per mile for the first 80 miles and 25p per mile thereafter*) or the cost of the journey on public transport.

Claims requiring approval from the recruiting department's budget holder prior to incurring costs

Candidates travelling by air within the UK may claim economy fares. No costs should be incurred until agreement to reimburse has been received. The decision to pay for this mode of transport will be based on an assessment of the cost and effectiveness of alternative methods of transport.

In most cases the costs of travel from abroad will not be reimbursed; travel expenses will only be paid from the port or airport of entry to the UK.

Costs of accommodation should only be incurred having first received approval from the recruiting department's budget holder. Accommodation will be reimbursed at a maximum of £90 per night, plus up to £10 for breakfast.

* Mileage rate as published in the University's Finance Regulations