

Claim for Interview Travel Expenses (Prospective Staff Only)

NAME (BLOCK CAPITALS)

ADDRESS

1) Post for which interviewed.....

2) Post Reference..... 3) Date of interview.....

4) ***BANK DETAILS—MUST BE COMPLETED AS PAYMENTS WILL BE MADE BY BACS OR BANK TRANSFER***

IF YOUR COUNTRY'S CURRENCY IS EUROS - YOU MUST QUOTE YOUR IBAN No & SWIFT/BIC CODE

ACCOUNT NAME.....IBAN No/ACCOUNT No
(eg Mr A N Other etc)

BANK NAME.....SWIFT No/SORT CODE.....

BANK ADDRESS.....

EMAIL ADDRESS FOR REMITTANCE ADVICE

Candidates Signature.....Date.....

5) DETAILS OF CLAIM FOR TRAVEL EXPENSES (AIR, RAIL, BUS) (ALL RECEIPTS ETC MUST BE ATTACHED)		£	P
A) Standard Class Return Air Fare, Rail or Bus Fare (advantage should be taken of any saver fares available whether by air, train, bus, etc) - Attach receipts/tickets etc.			
From..... to			
B) Return Car Mileage			
From.....to.....			
.....miles @ 15p per mile			
C) Miscellaneous Expenses (subject to prior approval)			
.....			
.....			
TOTAL			

SUPPLIER A/C * Ref Finance Ref*
Date Finance Total*

EXPENDITURE CODE				AMOUNT	
Br	Dept	Scheme	Subj	£	P
Total					

Items marked * are for Payments Office use only

Authorised For Payment - Signature.....



**APPLICATION FOR THE RE-IMBURSEMENT OF TRAVEL EXPENSES
INCURRED WHEN ATTENDING AN INTERVIEW**

Instructions to be noted when making a claim:

1. All original receipts, bus/rail tickets etc must attached.
2. Mileage claims may be made for return mileage @ 15p per mile.
3. Air travel must be approved in advance and candidates can only claim economy fares unless otherwise approved prior to the interview.
4. If travelling by rail, please note candidates can only claim Standard class rail fare (also taking advantage of any special offers or saver fares if applicable).
5. Accommodation costs, by prior agreement (up to £50 for accommodation and up to £15 evening subsistence costs) will only be reimbursed when the distance travelled or the timing of the interview prevents travel on the day. Overnight accommodation will be arranged locally where necessary, by the school or department.

Once completed, the claim form should be handed/sent to the relevant School/ Departmental Administrator for processing.

Reimbursement will be through BACS payment into your bank account or a wire transfer to your account if overseas.