

Please complete with as much detail as possible

Title _____ First Name _____ Last Name _____

Address _____ Post Code _____

BANK ACCOUNT DETAILS

Account Holder's Name: _____

Sort Code

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 Account No.

--	--	--	--	--	--	--	--	--	--	--	--

TRAVEL

Post title

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 Post Reference

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Outward: Date / / From: _____ To _____

Return: Date / / From: _____ To _____

Travel detail 1 _____
2 _____
3 _____

Use of car (please see note in respect of insurance)

_____ miles @ 25p per mile

Travel Total

SUBSISTENCE

1 **Lunch (Max £6.50)** _____

2 **Tea (Max £6.50)** _____

3 **Dinner (Max £11.20)** _____

3 **Accommodation (Max £80.00)** _____

Accommodation/Subsistence Total

Sundries Total

TOTAL EXPENSES

Signed _____ Date _____

Please see associated notes for guidance on entering your account code

Account Code										Description									
1	-																		
Net Amount					VAT Code					VAT Amount					Gross Amount				

Account Code										Description									
1	-																		
Net Amount					VAT Code					VAT Amount					Gross Amount				

AUTHORISED BY:		
SIGNATURE	PRINT NAME	COMMENTS

FINANCE SERVICES USE ONLY				
INVOICE NUMBER	VENDOR	DOCUMENT NUMBER	INVOICE DATE	PASSED BY

Interview Expenses Claim Form: Notes

The University will reimburse travel expenses for candidates travelling to interview (a) at one of the University's Exeter campuses, from outside the **EX1, EX2, EX3 and EX4** postcode areas; or (b) at the University's Cornwall campus, from outside the **TR10** area. **Please note expenses will only be reimbursed for posts Grade E and above.**

Payment will be made direct to a UK bank/building society account. Please ensure that you complete your bank details on the form. Payment will only be made by cheque if you do not have an account in the United Kingdom. You should attach all bills and receipts in respect of your claim: payment can only be made when supported by receipts. For applicants travelling from outside the UK, payment can be made in currency other than sterling. Please indicate this on the form. Where the claim includes sums in sterling, this will be converted to the appropriate currency at the conversion rate applicable at the time the claim is processed. Expense claims should be made within 3 months of the interview date.

Travel

For travel within the UK, the University will normally pay the standard, direct return rail fare (only via London where this is a necessary route) or bus/coach fare. If you travel by car, you will be reimbursed at the rate of 25 pence per mile.

Parking

Candidates travelling by car should note that parking on the University's campuses is subject to a "Pay and Display" charge, which will be reimbursed to you. (Please complete the details under "Other" on the form and attach the receipt). Parking at the University's Cornwall campus is also subject to a "Pay and Display". Information about travelling to the University's Exeter campuses can be found at www.exeter.ac.uk/about/directions.shtml. Information about travelling to the University's Cornwall campus can be found at www.exeter.ac.uk/cornwall/about_the_campus/maps_getting_here.shtml.

Exceptionally, by prior agreement with Human Resources the University will pay a return air flight for travel within the UK, otherwise air fare will only be reimbursed for applicants travelling from outside the UK. The University's expectation is that applicants will choose the most economic travel option when travelling by air.

Subsistence

The actual amount spent, subject to receipt will be reimbursed, up to the following maximum sums: **Lunch, £6.50; Tea, £6.50; Dinner, £11.20.** Tea can only be claimed if you are still travelling (or away from home) after 1900 hours. If you are still travelling or away from home after 2100 hours then the Dinner allowance may be claimed. Candidates cannot claim both the Tea and Dinner allowance.

Accommodation

The University's expectation is that applicants will ensure travel plans are economical, and where possible travel to and from the University in the same day. Exceptionally, if the time of your interview/travel arrangements make it necessary for you to stay overnight before your interview in Exeter or Cornwall the University will reimburse the cost up to **£80.00** maximum. The University will not normally cover the cost of an additional nights' accommodation. If you think your circumstances warrant this please contact us.

Details of hotels which are close to the Exeter and Cornwall Campus can be found in your interview letter.

Any questions regarding interview expenses should be sent to recruitmentadmin@exeter.ac.uk