Interview Expenses Claim Form

Name of Claimant | Title | Forename | Initial | Surname  
---|---|---|---|---

Recruiting Department

Vacancy Ref & Job Title

BANK DETAILS (If changed bank or 1st claim)

Bank Name
Address
Sort Code
A/C No.
Private Address

Reason for Claim

DETAILS OF CLAIM (Please attach all receipts)

<table>
<thead>
<tr>
<th><em>State: Car / Air Travel / Taxi / Rail / Bus Fare (2nd class)</em></th>
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<tr>
<td>Travel Type*</td>
<td>Date</td>
<td>Travel From</td>
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Other Expenses
(please give details)

Claimant

Authorisation

Signature
Signature
Department

Date
Print Name
Date

Registration No.
Supplier No.

Description to appear on reports

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<tr>
<th>Account</th>
<th>Analysis</th>
<th>Workorder</th>
<th>Product</th>
<th>VAT Code</th>
<th>Excl VAT</th>
<th>Excl VAT (Currency)</th>
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TOTAL
NOTES TO THE EXPENSE CLAIM FORM

1. PAYMENT
   Payment will be made by BACS directly to your Bank/Building Society account. Please complete details overleaf

2. AUTHORISATION
   All claims must be signed by the claimant and authorised/checked by the HR Department

   [It is the responsibility of the applicant to check with the HR Department prior to incurring an expense if there is any doubt as to its subsequent recovery]

3. RECEIPTS
   All claims must be supported by valid receipt as far as is practicable. [Excluding mileage]

4. TRAVEL
   Travel should be made using the most cost effective/efficient means and should normally be Standard Class Rail Fare.

   For individuals who live approximately 20 miles outside of York travel expenses are reimbursed as follows:
   * Cost of a return standard class rail fare to York. When possible, off-peak trains should be used.
   * Any claims for car mileage will be reimbursed at the University’s visitors’ rate (23p per mile) or the equivalent to the second class rail fare (whichever is the lowest).
   * The cost of taxi fares between York railway station and the University
   * For candidates travelling from overseas the cost of an economy airfare.

5. MEALS AND REFRESHMENTS
   The University will only cover the cost of breakfast and an evening meal (including refreshments) for individuals who have to stay overnight, and only to a maximum of £20 per night.

6. ACCOMMODATION
   The University will meet the cost of the overnight accommodation where this is necessary because of the distance a candidate has to travel to attend for interview, or they can demonstrate that it is more economical to stay overnight

   Any reimbursement for accommodation must be agreed with HR Services in advance. The University will not normally reimburse accommodation directly booked by candidates, and any reimbursement will be up to the equivalent cost of University accommodation.

7. GENERAL
   The University will not normally refund expenses if the individual is offered an appointment and subsequently rejects it