# Interview expenses claim form

## Guidance notes

### Payment

Payment will be made by BACS directly to your Bank/Building Society account.

### Authorisation

All claims must be signed by the claimant and will be reviewed by HR Services. The University will not cover for any expenses incurred outside of the Interview Expenses Policy. Should you be uncertain whether an expense is eligible or have any questions or queries please contact HR Services prior to incurring the cost.

### Receipts

All claims must be supported by scanned copies of your original receipts (excluding mileage). Please list your expenses in the currency they were incurred.

### 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 (45p per mile) or the equivalent to the second class rail fare (whichever is the lowest).
* The cost of bus travel or taxi fares between York railway station and the University
* For candidates travelling from overseas the cost of an economy airfare.

### Meals and refreshment

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 £30 per night.

### Accommodation

The University will meet the cost of the overnight accommodation up to a limit of £120 per night where this is necessary because it is not feasible for a candidate to attend interview and travel to and from the University in a single day. If you are unclear whether you meet this criteria please contact hr-enquiries@york.ac.uk.

### General

In some circumstances the University may not refund expenses if the individual is offered an appointment and subsequently rejects it.

## Section 1 – Your bank details

|  |  |  |  |
| --- | --- | --- | --- |
| UK Bank account number (8 digits) |   | Sort code (6 digits) |   |
| Overseas bank account number (IBAN) |   | Swift code / ABA number |   |
| Bank name and address (Overseas banks only) |   |

## Section 2 – Your details (complete in capitals)

|  |  |
| --- | --- |
| Title and full name |   |
| Email address |   |
| Postal address |   |

## Section 3 – Details of claim

**Vacancy ref**: **Job title**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Travel type** | **Date** | **Travel from** | **Travel to** | **Miles** | **Sterling** | **Currency** |
| **£** | **p** |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| **Other expenses (Give details)** |   |   |   |   |   |
|  |  |  |  | **Total** |   |   |   |   |

## Section 4 – Declaration

I confirm that the above claim is in line with the University of York Interview Expenses policy and that the costs were incurred by me solely in connection with attending interview at the University of York.

|  |  |
| --- | --- |
| **Signature** |   |
| **Date** |   |

## What to do next

* Return the completed form and original receipts to: HR Services, University of York, Heslington, YORK YO10 5DD or by email to: recruitment@york.ac.uk

## Section 5 – For HR use

|  |  |
| --- | --- |
| **Description to appear on reports** |   |
| Account xxxx | Workorder xxxxxxxx | VAT code | Sterling | Currency |
| £ | p |  |  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|  |   |  **Total** |   |   |
| **Order checked** | Authoriser signature |   | Date |   |
|  | Print name |   |