



## INTERVIEW EXPENSES CLAIM FORM

Please read the notes below before you complete this claim.

### DETAILS ABOUT YOU:

Name: \_\_\_\_\_

Full postal address: \_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_ Postcode: \_\_\_\_\_

### DETAILS OF YOUR INTERVIEW:

Post: \_\_\_\_\_ Reference Number: \_\_\_\_\_

School/Service: \_\_\_\_\_ Campus: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### DETAILS OF CLAIM:

|   |  | £ | p |
|---|--|---|---|
| Return train fare(s) 2nd class:                                     | From: _____ = _____                        |   |   |
|   | To: _____ = _____                          |   |   |
| Return bus/underground fare(s):                                     | From: _____ = _____                        |   |   |
|   | To: _____ = _____                          |   |   |
| Return car mileage:   | From: _____                                |   |   |
|   | To: _____                                  |   |   |
|   | = _____ miles at 40 pence per mile = _____ |   |   |
| Other approved expenses:<br>(Please give details and attach bills): | _____ = _____                              |   |   |
|   | <b>TOTAL:</b> _____                        |   |   |

Remarks (if any): \_\_\_\_\_

**CLAIMANT'S SIGNATURE** - I certify that I have actually and necessarily incurred each individual expense for which I am claiming:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|   |  |
|---|--|
| <b>OFFICE USE ONLY</b><br>Budget Code Allocation: _____ | Appointed: YES / NO<br>Signature of budget holder: _____ |
|---|--|

## NOTES FOR CANDIDATES

All applicants for posts who are invited to attend for interview will normally be reimbursed for interview expenses in accordance with the following conditions:

1. Please complete this form and hand it to a member of the appointment panel at your interview along with the relevant evidence (tickets/receipts) that you wish to be reimbursed for. If you are unable to pass the form to the panel at the time of interview, please forward to HR Services, Duncan House, High Street, Stratford, E15 2JB within one month of your interview.
2. We ask that you confine your claimed expenditure to what is reasonably necessary as our resources are limited. If you travel to the interview by public transport the cost of second class travel only will be reimbursed. If it is more reasonable for you to come in your own car, please detail the mileage which will be payable at the current rate. We do not normally undertake to pay subsistence expenses but do acknowledge that there are certain circumstances when candidates are travelling long distances when this may be necessary. Application for reimbursement of such expenses should be made to HR Services, in advance of committing expenditure, with estimates of costs involved.
3. If you claim reimbursement of a taxi fare please use the 'remarks' space to tell us why the use of the taxi was essential.
4. We will normally only pay for journeys within the UK or from the port of entry. If you are travelling from outside the UK, or will incur overnight accommodation costs, you must seek advice from HR Services as to whether these expenses will be reimbursed.
5. Expenses of candidates will not be paid until after the conclusion of the interview, and in the event of a candidate withdrawing his/her application, or refusing the offer of employment on grounds which in the opinion of the appointment panel are inadequate, no expenses will be paid.
6. Expenses will be payable by cheque sent to the candidate's home address.

**Your acceptance to attend the interview indicates that you understand and agree to these conditions.**