



# INTERVIEW EXPENSES FORM

Ref number: \_\_\_\_\_

Before completion of this form please read the notes below

SAP document number \_\_\_\_\_

Please then complete in block capitals and return to Human Resources.

Human Resources reserve the right to refuse payment of claims which are not supported by receipts

### Travel

Travel expenses from within the UK can be reimbursed up to a maximum equivalent to the standard return rail fare only. Journeys made by private car may be reimbursed at a rate of 22.5 pence per mile or the maximum equivalent to the standard return rail fare (whichever is the lower figure). Taxi, bus and underground fares and other incidentals of a journey will be reimbursed when circumstances justify the expenditure incurred, but taxis should only be used if cheaper transport is not practicable. Where previously agreed, economy class air fares will be reimbursed.

### Meals

Expenses will be reimbursed subject to the following maxima:

- For a period of more than 10 hours: £25.00 per day
- For a period of 5-10 hours: £15.00 per day

### Accommodation

Unless otherwise agreed the cost of overnight accommodation will *only* be reimbursed by the University if it is booked through Human Resources.

### Payment

All claims *must* be supported by receipts.

Forms received in the Human Resources office by the 10<sup>th</sup> of each month will normally be paid by the end of the same month; forms received after this date will be paid by the end of the following month.

Interview expenses will not usually be reimbursed to candidates who are already employed by the University.

Full name \_\_\_\_\_ Address in full \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Bank address in full \_\_\_\_\_

Bank Sort-Code or relevant Switchcode \_\_\_\_\_ Bank Account Number \_\_\_\_\_

Interview for post of \_\_\_\_\_ Department \_\_\_\_\_

Reference No \_\_\_\_\_

Date	Travel	Details		Amount Sterling		Amount [Foreign Currency inc. Euro's]	
		From	To	£	p		
	1. Rail Fares]						
	2. Air Fares						
	3. Mileage						
	4. Accommodation						
	5. Meals						
	6. Other						

Total claimed 

--	--	--	--

I certify that the expenses claimed on this form are correct.

**Please ensure receipts supporting this claim are attached.**

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

<p>FOR OFFICE USE ONLY</p> <p>Authorisation _____</p> <p>Position _____</p>	<p>GL Account and Cost Object _____</p> <p>Date _____</p>
---	---

Please return to:

**Human Resources, E C Stoner Building, The University of Leeds, Leeds LS2 9JT.**

If you are claiming less than £5 please return this form to the Department where your interview was held.