**Interview Expenses Claim Form**

*You will only be eligible to claim interview expenses if you are travelling from out with a 90 minute commutable distance.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Personal / Interview Details** | | | | | |
| **Surname:** |  | **Address:**  **Telephone:** |  | | |
| **Forename:** |  |
| **Title:** |  |
| **Post applied for:** |  | **Department:** |  | **Date of Interview:** |  |

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**Claiming Interview Expenses**

**Interview Expenses**

The following will be reimbursed for candidates who spend longer than one day away from home. Anything not listed is the responsibility of the candidate. Please note that if the post is externally funded there may be a limit to the expenses that can be reimbursed.

1. **Accommodation Costs**

*Valid receipts / tickets must be included with the claim and numbered*

|  |  |  |
| --- | --- | --- |
| **Receipt:** | **Details of Expenditure:** | **Amount:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Budget Code: **10907 1071**  **Receipts Total:** | |  |

1. **Car Mileage**

*Rate per mile is £0.45 (max. £100 or reasonable public transport equivalent)*

|  |  |  |
| --- | --- | --- |
| **Receipt:** | **Details of Expenditure:** | **Amount:** |
|  |  |  |
|  |  |  |
| Budget Code: **10907 1070**  **Receipts Total:** | |  |

1. **Declaration**

**I confirm that I have incurred the above expenses in respect of the interview at GCU.**

|  |  |
| --- | --- |
| **Total Expenses Claimed:** |  |
| **Signed:** |  |

1. **Subsistence Costs**

*Valid receipts / tickets must be included with the claim and numbered*

|  |  |  |
| --- | --- | --- |
| **Receipt:** | **Details of Expenditure:** | **Amount:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Budget Code: **10907 1069**  **Receipts Total:** | |  |

1. **Other Travel**

*Valid receipts / tickets must be included with the claim and numbered*

|  |  |  |
| --- | --- | --- |
| **Receipt:** | **Details of Expenditure:** | **Amount:** |
|  |  |  |
|  |  |  |
| Budget Code: **10907 1072**  **Receipts Total:** | |  |

***Please note: expenses may take up to 6 weeks to be reimbursed.***

***For any payment queries, contact*** [***accountspayable@gcu.ac.uk***](mailto:accountspayable@gcu.ac.uk)***.***

**Method of reimbursement: BACS Transfer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sort Code:** |  | **Account Name:** |  |
| **Account Number:** |  | **Bank Name:** |  |

**Subsistence**

Receipted expenditure up to a maximum of:

• Breakfast: £5

• Evening Meal: £15

• Lunch: £6

Claims of less than £5 will not be reimbursed.

**Travel and Accommodation**

***Method of Travel***

• Candidates travelling by rail should note that standard class rail fare only will be reimbursed

• Mileage claims are subject to a maximum limit of £100 (250 miles) or the value of equivalent, reasonable, public transport costs.

• Approval for air travel must be obtained in advance from People Services on 0141 331 8864. Where approval is agreed, candidates travelling from overseas may claim an economy return air fare.

Air travel from within the UK will only be payable where this is the most cost effective/reasonable form of transport. We may have to ask you to provide us with details of the most cost effective air fare.

• The University will not normally meet the cost of taxi fares.

**Accommodation**

• Candidates should book their own hotel accommodation.

• The University will refund up to £110 for one night towards the cost of room and breakfast. Any additional nights must be approved and agreed by People Services.

• The University has a preferred room rate at a number of local

hotels. Please contact us for details.

**General Information**

Candidates are asked to organise and book their own travel arrangements. Visa expenses, photocopy expenses, car parking and telephone call expenses will not be reimbursed.

**Claims Procedure**

Candidates should return the form to People Services, on the day of the interview or within 7 days, signed and dated, with receipts attached. Expenses will not be reimbursed where there is no supporting itemised receipt, or in the case of Accommodation, an invoice. Payment will be made directly into a bank / building society account (please give full account details).

|  |  |
| --- | --- |
| **Authorising Signature:** |  |
| **Date Authorised:** |  |