|  |  |  |  |
| --- | --- | --- | --- |
| **INTERVIEW EXPENSES CLAIM FORM** | | | |
| **Guidance** | | | |
| **This form should be used for interview expenses only. All claims must be supported with receipts.**    **Section 1**  - The Applicant must complete all of the questions in Section 1 of this form and ensure receipts are attached securely before forwarding for processing to your respective College/Support Group HR Administration team or School/department Finance team.  **Section 2** – The Head of School or authorised signatory must complete and sign section 2 of this form in line with local authorisation procedures and email the completed form and receipts to: [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk)  **Privacy Statement**  For information on how we use your data, how long we keep it for and if we share it with third parties, please refer to the [Finance Privacy Notice](https://api.search.ed.ac.uk/s/redirect?collection=edi-public-meta&url=https%3A%2F%2Fwww.ed.ac.uk%2Ffinance%2Fabout%2Fprivacy&auth=jufkYw8OM1gommI30Oe%2FaQ&profile=_default&rank=1&query=finance+privacy+notice). | | | |
| **Section 1: Personal details (To be completed by Applicant)** | | | |
| Full name (including title): | |  | |
| Address: | | Address line 1:  Address line 2:  Address line 3:  Post code: | |
| Email address: | |  | |
| **Interview Details** | | | |
| Post interviewed for: | |  | |
| Vacancy Ref no: | |  | |
| School/Department/Professional Services Group: | |  | |
| Date of interview: | |  | |
| Period of claim from (DD/MM/YYYY): |  | Period of claim to (DD/MM/YYYY): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses incurred (please ensure that receipts are securely attached before returning):** | | | | |
| Travel from: |  | Travel to: | |  |
| Travel costs (i.e. air, train, bus, taxi etc): | | £0.00 | | |
| Mileage Allowance 0 miles @ £0.00p per mile: | | £0.00 | | |
| Accommodation | | £0.00 | | |
| Meals | | £0.00 | | |
| **Total claim** | | £ 0.00 | | |
| **Verified by claimant**: I certify that the above expenses were incurred by me in respect of my interview for the above post. | | | | |
| Signature: |  | Date (DD/MM/YYYY): |  | |
| **Bank Mandate (details of the bank account to which you would like payment made):** | | | | |
| Bank/Building Society | |  | | |
| Branch address: | | Address line 1:  Address line 2:  Address line 3:  Post code: | | |
| Branch Sort Code: | |  | | |
| Personal Account no: | |  | | |
| **If you wish your interview expenses to be paid into a Building Society account please enclose a statement from them showing the Building Society requirements.** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **General information** | | | |
| **Guidance on Reimbursement**  Reimbursement will be made if you live out with Edinburgh, you can claim the cost of:  Travel (within the UK) to the interview, normally by public transport.  Cost of accommodation if the return journey cannot be made within one day.  Reasonable expenses for meals and refreshments.    If you are travelling from overseas, please can you agree costs in advance with the relevant School or department you are being interviewed.    Travel Travel should normally be by the cheapest means of transport available. Generally, this will mean standard class rail travel, economy class air travel and public transport within the UK.    If you are using your own car to travel to the interview the approved mileage rate for expense claims will be used which can be found on the HMRC website. This arrangement will apply only where the total return journey is not more than 100 miles. This distance limit may be waived if public transport is not a practical mode of travel, or if coming by car the cost of an overnight stay will be saved. If a car is used for journeys in excess of 100 miles and it does not meet the above criteria then the cost of public transport or petrol costs, whichever are the cheaper, will be reimbursed.    Internal flights (i.e. UK mainland) are only permitted if they are cheaper than rail (lowest cost option), if rail travel is unable to get you to your interview on time but a flight can or for disability, impairment or other health-related reasons. Economy class for internal flights must be used. Business class, and first class are not permitted.    **Accommodation and Subsistence**  Where an overnight stay is required, please get in touch with your contact at the University of Edinburgh and they will organise a booking and inform you of the arrangements.    Actual subsistence costs incurred can be claimed and itemised bills and proof of payment must be provided. These should be of a reasonable amount, the cost of alcohol consumed as part a meal will not be reimbursed. The authoriser of your expenses will judge whether the claim is reasonable and if not you may not be fully reimbursed. | | | |
| **FOR OFFICE USE ONLY**  Staff are strongly advised to use the University’s nominated Travel Management Service, Key Travel, when booking trips and/or accommodation over £300. For the avoidance of doubt, this is not currently compulsory. | | | |
| **Section 2: Authorisation (verified and authorised by Head of School or Authorised signatory):** | | | |
| Signature: |  | Date (DD/MM/YYYY): |  |
| Name and position: | |  | |
| Contact telephone number: | |  | |
| **This claim should be charged to:** | | | |
| **Cost Centre** | **Account code** | **Job code** | **Gross amount** |
|  |  |  |  |