**Please read the conditions on reverse before incurring expenses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | **Forename** |  | | **Surname** |  |
| **Home Address and Postcode** | | |  | | | | |
| **Job Title Interviewed for** | | | |  | | | |
| **Vacancy No** | |  | | **Interview Date** |  | | |

Please provide details of the costs below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mode of Transport**  **Bus, Taxi, Train, Car**  **(Car at 25p per mile)** |  | **Journey start** |  | **Journey end** | | **Cost** | |
| **(£)** | **(p)** |
|  | **From** |  | **To** |  | |  |  |
|  | **From** |  | **To** |  | |  |  |
|  | **From** |  | **To** |  | |  |  |
|  | **From** |  | **To** |  | |  |  |
|  | **From** |  | **To** |  | |  |  |
|  | **From** |  | **To** |  | |  |  |
| **Other expenses incurred (with prior authorisation).** Please give full details: | | | | | |  |  |
| **RECEIPTS FOR ALL EXPENDITURE MUST BE ATTACHED TO THIS FORM** | | | | | **Total** | **£** | **p** |

**BANK DETAILS**

|  |  |
| --- | --- |
| **Account Holder’s Name** |  |
| **Bank Name** |  |
| **Bank Address** |  |
| **Bank Account No.** |  |
| **Sort Code** |  |
| **BSB Routing (USA)** |  |
| **IBAN** |  |
| **SWIFT/BIC** |  |
| **IFSC (Indian Accounts Only)** |  |
| **Currency of A/C** |  |

I certify that the above expenses were necessarily incurred by me.

Signature of claimant ………………………………….. . Date……………………………..

**FOR OFFICE USE ONLY**

Budget Ref…………………………………….…………….

Verified by HR for payment ………………………………. Date …………………………………

Approved for Payment (Finance) ………………………… Date ………………………………...

**CONDITIONS**

1. Interview expenses may only be claimed if your home address is more than 25 miles from the location of your interview.
2. Interview expenses may only be reimbursed for claims that exceed £20 in total.
3. This form must be completed and returned to the Human Resources Department within 30 days of reasonable expenses being incurred.
4. Expenses will be paid by BACS to the bank account identified overleaf. Please ensure you have completed your bank details as requested. Payment will be reimbursed in line with this policy, approximately 28 days of receipt.
5. Taxis from home to station (and return) at the start of the journey may be reimbursed if no other suitable form of transport is available.
6. Overnight accommodation can only be claimed if previously agreed by the School/Department concerned. Please contact the Human Resources Department in the first instance.
7. The University will only reimburse expenses associated with breakfast and dinner when an overnight stay has been agreed by the School/department.
8. The University will not cover the costs of lunch or refreshments unless this has been agreed by the School/department in advance of the interview.
9. Candidates travelling from outside the UK will normally only receive expenses from the point of entry to the UK, unless previously agreed by the School/Department concerned. Such agreement must also be confirmed in writing by the Human Resources Department for flights and overnight accommodation.
10. Where invoices are submitted in another currency, the claim should be converted to £ sterling (the conversion rate used, should be evidenced and attached).
11. All information received via this form will be stored and processed in line with applicable data protection legislation.  To learn more about how we handle your data please review our [Privacy Notice.](https://intranet.cranfield.ac.uk/hrd/polsprocsforms/Policies%20Procedures%20and%20Forms%20List/Staff%20Privacy%20Notice%20-%20Employment.pdf)

If posted, please return your completed form and receipts to:

Human Resources Department Human Resources Department

Building 29 Slim Building 3a

Cranfield University Cranfield University

Cranfield Shrivenham

Bedford, MK43 0AL SN6 8LA

(Cranfield campus) (Shrivenham site)