



## Human Resources Interview Expenses Claim Form

Finance Use Only
Sundry
Special

Please complete sections 1 & 2, and either section 3 or 4. Please complete the form in BLOCK CAPITALS and sign before returning to the University of Dundee. Illegibility and/or non-completion will delay your payment.

Only actual expenditure supported by original receipts may be claimed.

Once you have completed the required sections, please print the form and attach the original receipts, sign it and return it to: - Human Resources, 7<sup>th</sup> Floor Tower Building, University of Dundee, Dundee, DD1 4HN.

### Human Resources Only (to be completed prior to forwarding to Finance for processing)

From: Department: Human Resources Ext No:

### 1 - Claimants Details (Mandatory - All fields in this section MUST be completed)

Title: First Name: Surname:

Address:

Post Code: Email: Telephone No:

Interview Date: Vacancy Reference Number:

Title of Vacancy: Department:

### 2 - Details of Payment / Expenditure (Please list below and number any / all receipts accordingly)

Item	Details	Currency	Amount	Finance Use Only
1				
2				
3				
4				
<b>Total</b>				

### 3 - Bank Details - UK Payments Only (For bank accounts within the UK)

Name of Bank:

Sort Code (6 digits): Account Number (8 digits):

### 4 - Bank Details - International Payment Only (For bank accounts outside the UK)

Cheque Payment (£2.50 charge): Bank Transfer (£5 charge):

Account Holders Name:

Bank Name and Address:  
(Please include the Country)

Beneficiary Account Number:

Beneficiary IBAN Number:

Beneficiary SWIFT/BIC Code: Beneficiary Routing Number:

Intermediary Bank Name:

Intermediary SWIFT/BIC Code:

Claimants Signature: Date:

### University Use Only (Financial Ledger Code Allocation)

% Split	Project	Type	Group	Source	Centre	Account

### Total Payment

Total Payment within the UK (£):

Total Payment out with the UK: Currency: Amount:

Authorised for Payment: Date:

## NOTES

The University's policy is to provide sufficient financial assistance to enable candidates called for interview to make the trip to Dundee in reasonable comfort, without too much inconvenience and without being seriously out of pocket.

Claims submitted by applicants will, therefore, be dealt with in accordance with the following rules:

### General

1. Candidates who live or work within 10 miles of the University will not normally be offered interview expenses.
2. Candidates out with the United Kingdom should make prior arrangements with Human Resources or the secretary of the interviewing body.
3. The sum claimed under any heading must not exceed the sum spent.
4. Receipts or other evidence of payments made should accompany the claim.
5. Expenses will not be paid for anyone accompanying a candidate to Dundee.

### Travel

- Train** This is considered the 'normal' form of travel. Concession/special fares should be used where they are available. Sleeper tickets can be claimed if the journey is at least 6 hours travel between 8.00pm and 8.00am.
- Bus** Claims will be met for actual fees incurred.
- Road** Candidates who travel by car will be reimbursed with the appropriate rail fare, provided there is a recognised rail service. Where no such service exists a mileage rate of 25p per mile will apply.
- Air** Claims for travel by air will be met only if prior authorisation has been given.

### Accommodation and Meals

Candidates requiring overnight accommodation should contact Human Resources or the secretary of the interviewing body, as detailed in the invitation to interview. Bed and Breakfast accommodation will be booked in selected local hotels.

Candidates are asked to pay for their own alcoholic drinks, telephone calls and newspapers before leaving their hotel. Candidates must check and sign the account, which will then normally be sent to Human Resources for payment.

Reasonable expenses will be paid for meals and light refreshment ie:

for periods over 5 hours and up to 10 hours:	up to £5.00
for periods over 10 hours:	up to £12.00

If you have any queries as regards how to complete this form, please contact Human Resources:-

<https://www.dundee.ac.uk/hr/contact>