 **Interview Expenses Claim Form**

Please read guidance before incurring any expense

**A Personal/Interview details**

Failure to complete this section in full will result in delays in processing your claim.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Address: |  |
| Title: Prof/Dr/Mr/Mrs/  Miss/Ms/Other |  | Email address |  |
| Post applied for |  | Department |  |
| Chair of interview panel |  | Date of interview |  |

**B Details of travel expenses incurred**

Valid receipts/tickets must be included with the claim and numbered – no claims will be paid without a receipt.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Receipt No. | Date | From | To | Mode of transport (no of miles if by car) | Cost of journey (car mileage rates are below) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Travel total:** |  |

**C Details of receipted expenditure**

Valid original receipts/tickets must be included with the claim and numbered. Photocopies are not acceptable.

|  |  |  |  |
| --- | --- | --- | --- |
| Receipt No. | Date | Details of expenditure | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Receipt Total:** |  |

**D Declaration**

Once completed and signed, please send this form, with original receipts attached, to the Human Resources Department, UWL, St Mary’s Road, Ealing, London W5 5RF

|  |  |  |  |
| --- | --- | --- | --- |
|  | I confirm that I have incurred the above expenses solely for the purposes of attending an interview at the university and that this claim is made in accordance with the guidance. | Account name: |  |
| Total expenses  claimed: |  | Bank name: |  |
| Signed: |  | Account No. |  |
| Date: |  | Sort Code: |  |

**E University Use Only**

To be passed to Purchase Ledger when fully completed

|  |  |  |  |
| --- | --- | --- | --- |
| Date form received: |  | Date form passed to recruiting department: |  |
| Budget Manager’s  signature: |  | Date: |  |
| Charge to codes:  (Delete as appropriate) | 3301 (Teaching)  3303 (Non-Teaching) | Budget centre: | Activity code: |