Candidates who live more than 30 miles from the University interview venue and who attend a recruitment interview in person, may be reimbursed expenses at the discretion of the hiring manager. Prior agreement should be obtained before submitting a claim.

To make a claim please complete this form and return it to the **email address detailed in your invitation** **to interview**. Guidance for claimable expenses is provided at the end of this form.

**Name: Job reference no:**

**Address:**

**Distance from University: Time left home:**

**Interview date: Interview time:**

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept/School:**

*Claims will be paid by bank transfer (allow up to 4 weeks). Please complete bank details below:*

**UK Accounts**:

Name of account holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank account number **and** Sort code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overseas Accounts:**

Name of account holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBAN number **OR** Bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AND** BIC/SWIFT code (or routing number for USA banks only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Expense code** | **Expense description** | **Amount** |
| **4500** | **Mileage** |  |
| **4506** | **Rail fares** |  |
| **4506** | **Flight fares** |  |
| **4508** | **Hotel** |  |
| **4501** | **Subsistence** |  |
| **TOTAL** |  | **£** |

I certify that the above interview expenses claimed have been spent in the manner claimed and have been wholly, exclusively and necessarily incurred.

**Claimant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorisation**

**Budget holder approval**

Project code:

Signature: Print name:

Position: Date:

Once approved proceed with the ‘One Time Payment’ in UniCore.

**Interview expenses procedure**

Expenses incurred for attending the University for recruitment interview and assessment purposes may be reimbursed at the discretion of the school or department, where deemed reasonable and in accordance with University procedure. Please ensure that you have agreement from the University budget holder prior to incurring expenses and note that claims should be submitted within one month of the interview date.

Claims may be submitted on the understanding that you are travelling from the address stated on your application form, unless prior agreement has been sought to travel from another location, or a location that is closer to the University.

The University reserves the right not to pay expenses if an offer of employment is rejected.

The policy applies for those who are:

* Living more than 30 miles from the interview venue.
* External candidates only, not those currently employed by the University.
* Attending recruitment interviews for job levels 3 and above.

All expenses are subject to prior agreement from the budget holder. Some restrictions apply as detailed below:

* Please check expenses restrictions that may apply for research roles, where budgets may not extend to cover interview expenses.
* Roles at levels 1 and 2 are not eligible for expenses.
* For roles at level 3, expenses are restricted to those incurred from the point of entry to the UK.
* Overnight accommodation will only be offered if you need to leave home before 7am to attend the interview and it has not been possible to offer you a more suitable, later interview time.
* The policy does not extend to costs incurred by accompanying family members or friends (for example childcare, accommodation, travel).

**Environmental Sustainability**

The University is committed to reducing its environmental impact and supporting the City of Nottingham’s desire to be a net zero carbon city by 2028 and reducing the carbon intensity of our business travel is a key component of that. Thinking differently about the way we travel can help reduce our environmental impact and we encourage you to consider more sustainable options for your travel to the University.

Please refer to the guidance notes below for the expense amounts permitted.

**Travel by car**

The use of public transport is encouraged to reduce the University’s carbon footprint, however where this is not viable the following costs may be claimed when travelling by car:

* A rate of 25p per mile up to a maximum of the equivalent of standard class rail fare.
* The cost of parking in a visitors’ car park on the University campus if the hiring area has not been able to arrange for a pre-paid parking ticket for you.

**Travel by rail**

* The cost of public transport or mileage between home and the station may be reimbursed, whichever is the lowest. (parking at the station will not be covered).
* The cost of a standard rail fare.
* Return travel between the station and the University, will be covered up to a maximum value of £10.00 each way.

**Flights**

* The cost of public transport or mileage between home and the airport may be reimbursed, whichever is the lowest.
* The cost of public transport or rail fare may be claimed for travel between the airport and the University.
* The cost of public transport or taxi fare between the train station and the University.
* For posts at levels 4 to 7, the cost of economy return flights for overseas candidates may be claimed, subject to prior agreement by the budget holder.

**Hotel**

Our recommended accommodation is a standard room with breakfast (and dinner if appropriate, see subsistence allowance) at the Orchard Hotel on University Park, or the Jubilee Conference Centre on the Jubilee Campus. Where the Orchard Hotel or Jubilee Conference Centre is full, an alternative hotel may be used up to a maximum cost of £80 per night including parking and breakfast.

Any other costs incurred during the stay at the hotel will be the candidate’s personal responsibility.

**Subsistence**

Candidates may claim up to £20.00 for an evening meal, where the journey and interview process exceeds 10 hours.