

## Claim for expenses incurred in attending an interview (FP16f)

- Please submit your claim to your interviewing department and within one month of the interview date.
- Allowable expenses are detailed at the end of this form

### Interview Details

Interviewee Name	
Date of Interview	
Post Title and reference number	
Department/School	

### Details for Payment

Email:	
UK Bank Sort Code*	
UK Bank Account Number*	

\*If you have a foreign bank account please complete a "[Foreign Bank Account](#)" Form and convert any expense in £ to the currency of your account.

### Reimbursement Requested

Details of costs being claimed (receipts must be attached)							£	Other Currency
Mileage (@ 18p per mile):	From		To		Return Miles Claimed			
Other costs:								
<b>Total cost (in reimbursement currency)</b>								

\*For all mileage claims please use the postcodes of the locations & for subsistence include the type of meal consumed e.g lunch

### Signed by

Claimant Signature		Date	
Departmental Signature		Date	
Print Name & Title		Date	

\*PLEASE RETURN THIS FORM TO THE DEPARTMENT IN WHICH THE INTERVIEW RELATED TO

### Coding Details

GL Code	Cost Collector	£	Description
210810			
210810			

### Expenses Office Approval and Processing

Authorised by:		Date:	
Document Number:			

#### Guidance Notes for Departments and Candidates

##### *UK Candidates*

- Travel by private vehicle will be reimbursed at the rate of 18p per mile
- Travel by public transport should be at the most economical cost

##### *International Candidates*

- Reimbursement of air/train/coach travel by the most economical and practical means may be made. Candidates should source the cheapest flight and travel economy class only.

##### *All Candidates*

- The maximum [subsistence allowances](#) are:
  1. Lunch £15
  2. Dinner £30
- Itemised receipts **must** be provided
- Departments should arrange accommodation through Warwick Conferences where candidates are required to stay overnight, and the cost should be recharged internally to the interviewing department. This should be a decision of the department, taking account of the distance travelled and time/duration of the interview and not the choice of the candidate. If a department does not consider it necessary for a candidate to stay overnight, no reimbursement should be made if he or she chooses to do so.
- Taxi fares may only be reimbursed to the extent their use is considered necessary given the distance travelled and time/duration of the interview.
- Meals/snacks should either be provided for interview candidates, or reimbursed upon submission of receipts so long as the cost is reasonable, and the distance travelled and time/duration of interview necessitates their provision

##### *Privacy Notice:*

Please read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact if you have a query or complaint.