

**INTERVIEW EXPENSES – PR8**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Telephone No.** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **Date of Interview** |  |
| **Post applied for** |  |
| **Post Reference No** |  |
| **School/Directorate/Unit** |  |

**Details of Expenses claimed**

Please attach all original VAT receipts. Any items improperly claimed or not receipted will not be paid.

|  |  |  |
| --- | --- | --- |
| **Location From:** | | |
| **Location To:** | | |
| **Public transport fares, please provide details and type of ticket purchased.** |  | **TOTAL £** |
|  |
| **Mileage claim costs**  **(25p per mile up to the equivalent saver rail fare, whichever is the cheaper)** | **\_\_\_\_\_** miles @ 25p per mile |  |
| **Hotel and/or meals**  **Give full details and amounts claimed** |  |  |
| **TOTAL CLAIMED** |  | |

**Bank Account details**

All payments will be made directly into your bank or building society account. Please ensure these details are correct. Payments sent to the wrong account will not be repaid.

|  |  |
| --- | --- |
| **Name of Bank or Building Society** |  |
| **Branch Address** |  |
| **Building Society Reference** |  |
| **Account number (8 digits)** |  |
| **Sort Code (6 digits)** |  |

If your bank is outside the UK please provide your details below:

|  |  |
| --- | --- |
| **Name of bank** |  |
| **Address of bank** |  |
| **Full Account Holder Name(s)** |  |
| **Account details including IBAN** |  |
| **Routing Number (US Banks)** |  |
| **Swift Code** |  |
| **Currency to Pay** |  |

**I confirm that the expenses claimed above are true and accurate and that my bank account details are correct.**

**Claimants signature: Date:**

**FOR OFFICE USE ONLY (People Services)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature (Authorised People Services)** | **Print Name** | | **Date** | |
|  |  | |  | |
| **Authorised School/Directorate Signatory for excess payments** | **Print Name** | | **Date** | |
|  |  | |  | |
| ACCOUNTS TO DEBIT:  NB: ENSURE ALL PARTS ARE OPEN BEFORE SUBMISSION TO PAYROLL, OR CLAIM WILL BE REJECTED AND PAYMENT WILL BE DELAYED | | Amount  (£) | | Office Use Only |
|  | |  | |  |
|  | |  | |  |
| **TOTAL OF ALL CLAIMS SECTIONS** | |  | |  |

**Important Notes for Claimants – please read carefully before completing the form**

Please ensure that the form is fully completed, signed and **all** original receipts are attached. **Claims cannot be made without the original receipts. Total claims of less than £5 will NOT be reimbursed**

**Travel must be by the most economical method available.**

**What can be claimed by external candidates only:-**

**Travel by public transport – (Air, Rail, Bus or Coach)**

Candidates can claim for the most economical fares only, and where possible should take advantage of advance saver tickets and travelling during off-peak periods.

**Taxis**

Taxi fares will only be reimbursed where their use is considered reasonable, cost-effective and/or the only practical form of public transport

**Travel by Car / motorcycle**

Journeys by car or motorcycle will be reimbursed at a rate of 25p per mile, up to the equivalent of the public transport fare as set out above, whichever is the cheaper.

**Special Requirements**

Candidates with a disability who have any special requirements (e.g. car parking, use of taxi), should contact the Recruiting Manager as soon as possible, so that arrangements can be made in advance and/or expenditure approved.

**Accommodation**

If candidates are unable to travel to and from the University in a single day, they should contact the Recruiting Manager for prior approval and if appropriate may arrange hotel accommodation should you need support.

The limits below will apply to meals purchased during overnight stays, unless these are included in the hotel package. Claims for the purchase of alcoholic drinks and other additional expenses such as newspapers, internet access fees and other hotel services will not be reimbursed.

**Meals**

Cost of meals will be only be reimbursed where a candidate is required to travel outside of the times below:

Before 7.30 am - up to £5 for breakfast

After 7 pm - up to £15 for dinner

Reimbursement will not be made for lunch

**Limits**

Claims in excess of £250 will only be paid if **prior approved in advance** of travelling by the Recruiting Manager.

**How to claim repayment**.

You must submit your completed claim form within 28 days of the interview date via email with original receipts attached to:-

People Services ([peopleservices@manchester.ac.uk](mailto:peopleservices@manchester.ac.uk) )

Directorate Support Team

1st Floor, Simon Building

Brunswick Street

Manchester

M13 9PL