

INTERVIEW EXPENSES

Guidance note – for candidates

1. Introduction

Interview expenses may be given by the University to assist with out-of-pocket expenses incurred when travelling to and from an interview with the University.

2. Eligibility

To be eligible for interview expenses, normally;

- A sufficient applicant pool for consideration cannot be sourced locally for the position.
- The candidate must live more than 30 miles away from the interview location.
- Claims to be made within 1 month of interview date.

3. Qualifying Expenses

The University may reimburse reasonable expenses under the following categories;

a. Travel

i. UK Travel

Standard class rail fare and/or public transport, or flights (flights can only be claimed where it can be demonstrated that the flight costs are lower than other forms of public transport and with prior permission from HR). Car mileage will not normally be reimbursed unless rail travel is unavailable, or where it can be demonstrated mileage costs are lower; this must be with prior permission from HR. Taxi fares between the train station and campus are allowable, up to a maximum of £10 per journey.

ii. Europe & International Travel

Normally initial interviews will be carried out by Skype (or alternative).

b. Accommodation & Subsistence

If an overnight stay is necessary due to distance travelled or interviews carried out over more than 1 day, accommodation including breakfast and an evening meal for 1 night will be provided.

All accommodation should in the first instance be booked direct with Stirling Court Hotel where an agreed rate is in place. Included in the rate is breakfast and evening meal where required. Costs will be invoiced directly to HR. A promotion booking code is available from HR to be used on booking.

<http://www.smc.stir.ac.uk/>

Where there is no availability at Stirling Court Hotel; candidates can claim a maximum of £59 per night for accommodation (including breakfast) and up to £15 for an evening meal. Lunch, snacks & drinks claims are excluded. Receipts for accommodation and meals must be attached to the claim form.

c. General exclusions

Normally the following expenses are excluded;

- Car rental
- Parking costs
- Taxi fares (outwith specified limits above)

4. Reimbursement of interview expenses

Prior approval from HR should be requested for any expenses outwith the defined limits within the guidance; requests should be e-mailed to hrsec@stir.ac.uk. Any specific adjustments for a candidate's disability, relating to travel arrangements to assist with attending and participating in interview should be e-mailed to hrsec@stir.ac.uk.

The fully completed form with the accompanying original receipts should be submitted to the recruiting Faculty/Service for approval by the recruitment panel, normally the Chair or Dean of Faculty/Director of Service (or nominee) who will pass to HR for payment.

Please note payment will normally be made in the month following claim submission.

The University reserves the right to decline payment if the candidate withdraws or declines an offer of employment, or decline payment either in part or full of any expense which is considered to be unreasonable or excessive.

INTERVIEW EXPENSES – CLAIM FORM

Faculty/Service to complete			
Post Title		Reference	
Faculty/Service		Date of interview	
Overnight accommodation required?	Yes/No	Flights agreed with HR?	Yes/No

Candidate to complete			
Full Name (known as)		Telephone	
E-mail			
Address			
Name of bank		Bank account no.	
Account holders name		Sort code	
*Departure date		*Return date	

* If different from date of interview

Receipts and supporting documents must be attached for all expenses claimed.

Travel (standard class train fare/public transport)		
Date cost incurred	Details (method of travel and departure/arrival location)	Amount (£)
Total travel cost claim		
Accommodation & subsistence (if no availability at Stirling Court Hotel)		
Date cost incurred	Details (Name of accommodation)	Amount (£)
Total accommodation and subsistence claim		
TOTAL CLAIM		

Candidate declaration

I declare that expenses claimed are in accordance with the rules and eligibility criteria set out in the University's guidance and no other claim has or will be made for this expenditure.

Candidate Signature	Date	
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Approved by

I confirm the candidate attended interview on the date above and has not declined an offer of employment for this post.

Panel Chair (or nominee)	Date	Cost centre	
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HR ACTIONS

- Claim checked against qualifying expenses
- Budget sheet updated
- Request submitted to Finance for payment

HR authorised signature	Date	Cost centre	
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