# Interview expenses claim form

# Please ensure you read the guidelines overleaf before completing this form

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| --- | --- |
| Name of Contact and Faculty/School/Dept:  (*administrator/contact to complete prior to submitting*) | Post/Job Reference:  Date of Interview: |
| Name of Candidate:  Postal Address: | E-mail Address: |
| **Please provide UK Bank details as payment will be refunded by BACS. If payment is to be made to an overseas bank, please complete a** [**FIN6 Form**](https://staffworkplace.napier.ac.uk/Services/FPCS/Intranet/Documents/5.Finance%20Forms/Travel%20Expenses/120320_Foreign-Pmt-Request_%28Fin6%29.xlsx) **(obtain a paper copy of this form from the department contact).** | |
| Bank Account No: | SWIFT Code: |
| IBAN Code: | BIC Code: |
| Bank Name: | Sort Code: |

**Original VAT receipts must be attached for all expenses otherwise payment will not be refunded – photocopies or customer credit card copies will not be accepted.**

|  |  |
| --- | --- |
| Rail / Air Fare (**Standard Class Only**) | £ |
| Car (**Please state total number of miles**) if travelling from outwith 50 mile radius of Edinburgh:  *See rates overleaf* | £ |
| Overnight Stay (**Maximum Payable £100.00**)  Inclusive of breakfast, accommodation and 1 evening meal | £ |
|  | £ |
| TOTAL CLAIM | £ |

**Please complete and return to the department contact named at the top of this form**

**FOR UNIVERSITY USE ONLY**

|  |  |
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| Approved by Department Contact: | Date: |
| Approved by HR&D: | Date: |

**Interview Expenses Guidance:** Guidance for all claimants

**The University will pay interview expenses for travel from home postcodes out with a 50-mile radius of the City of Edinburgh.** **If you are currently unemployed, you can claim for interview expenses through your local job centre.**

Please post the completed form along will **all original** receipts for attention of your Recruitment Consultant to:

Human Resources, Room 5B29

Edinburgh Napier University

Sighthill Court

Edinburgh  
EH11 4BN

**Please note:** Please complete the form in CAPITAL letters and include a handwritten signature.  Please note that photocopies of receipts will not be accepted and will not be processed/refunded.

If you have any queries, please contact your Recruitment Consultant on 0131 455 5600 or recruitment@napier.ac.uk.

This guidance takes effect from 13th February 2020

**What we are able and unable to reimburse:**

1. We will only reimburse travel expenses for the most cost effective method of transport. Travel arrangements should be made as soon as feasibly possible, using the most economical route.

* **Rail**: Cost of standard class rail fare.
* **Air**: Cost of standard class air fare.
* **Taxi:** We will only reimburse in exceptional circumstances with prior agreement with your recruitment consultant.
* **Mileage:** Thiswill only be paid if you are using your own car for the whole return journey, at the following rates;
  + - 25p per mile for the First 100 miles;
    - 15p per mile for the second 100 miles;
    - 10p per mile thereafter.

1. Travel for interview should be completed in a one day trip wherever possible. If you think that you have no other alternative but to include an overnight stay, please contact your Recruitment Consultant in advance of booking accommodation for approval. **If no prior approval is sought, we will be unable to refund this cost.** If approved, the most cost effective overnight accommodation will be reimbursed up to a maximum of £100 inclusive of breakfast, your overnight accommodation and one evening meal including one non-alcoholic drink.
2. The University will reimburse expenses *for the interviewee only.*We are unable to reimburse costs for travel companions or family members.

***The following are not deemed as reasonable expenses and as such will not be reimbursed:***

* Snacks, sweets, confectionery, beverages and refreshments such as tea, coffee and soft drinks.
* Credit, debit and charge card fees for personal purchases.
* Alcoholic beverages/mini-bar contents/bar bills.
* Movies/entertainment costs incurred during overnight stay.
* Any personal items including clothes or toiletries.
* Damage to personal vehicles during travel to interview.
* Spa and health/fitness clubs or tourist attractions.