Aston University

Application for the Reimbursement of Out-of-Pocket Expenses incurred when attending for an Interview for Appointment

TITLE: PROF/DR/MR/MRS/MS NAME ……
(Please indicate) (Block Capitals)

BANK: …… ACCOUNT No.: | | | | | | | | |

SORT CODE: | | | | | | | **If abroad, (a)** SWIFT/BIC: | | | | | | | | |

(b) IBAN: | | | | | | | | | | | | | | | | | | | | | | |

PLEASE NOTE: No reimbursement will be given where original receipts and the candidate's original signature are missing. Please attach all original receipts.

Post for which interviewed ……

Date	Expense Incurred* (Mode of Travel/Meals)	Amount (£) /Other Currency

***If travelled by car, please enter postcodes from and to. Air travel must be pre-approved by the recruiting manager.**

Candidate's signature …… DATE ……
(Please note – only your original signature is accepted and not an electronic one, this form must be posted to the address given in the Guidance Notes)

For HR Use Only:

Charge to Account Number | | | | | | | | | | | |

AUTHORISED BY …… Date ……....
21 May 2013
Document ref: Interview expenses / HR9(2)
Revise: Annually

GUIDANCE NOTES

Reimbursement of out-of-pocket expenses incurred when attending for an interview for appointment

The University will reimburse reasonable expenses necessarily incurred whilst attending for interview for an appointment with the University **for anyone who is travelling from outside a 30 mile radius of the University**. Normally, we would use the current residence address on the application form to determine the distance.

Detailed below are the details for various categories of expenditure. The actual amounts paid will be dependent on the receipts submitted and the details provided. We reserve the right to limit the payment of expenses where we consider the request to be inappropriate in relation to either the timing of the interview or the nature of the expenditure incurred.

Travel costs
Candidates are expected to find the most economical way of getting to the University. Where necessarily incurred for attendance at the interview, the University will reimburse: -

a) Standard Rate Rail Fare, using Advance ticket purchases wherever possible;
b) Air Fare (only upon prior consultation & approval. Please speak to the HR Administrator supporting the interview);
c) Car Mileage at 45 pence a mile (distance is calculated through the AA planner).
d) Car parking; you should request car parking on campus, and we will cover these costs.
e) Cost of car hire if it can be demonstrated that this is more cost effective than other modes of travel. Please speak to the HR Administrator supporting the interview.

We will not reimburse expenditure for the hire of taxis.

Accommodation costs
It is our normal expectation that, when the timing of an interview necessitates an overnight stay, candidates will normally be booked into the Aston Conference Centre on campus. Please arrange this through the HR Administrator supporting the interview. Requests for other accommodation arrangements should also be discussed with them, and if reasonable they will approve costs at the current rate for a stay at Aston Conference Centre.

Subsistence costs
We will pay subsistence expenses to candidates where the timing of the interview *necessitates* taking one or more meals away from home. The ***maximum*** that will be paid is detailed below, but payment can only be made with the production of receipts.

Lunch	£ 6
Dinner	£15

Payment of expenses
Expenses of candidates will not be paid until after the conclusion of the interview and claim forms must be posted (because the Finance Department needs the candidate's original signature in order to process the payment), not emailed, to:

Human Resources Department
Aston University
Aston Triangle
Birmingham B4 7ET