

Note: Claims must be submitted to the **interviewing department** and within one month of the interview date
Please read the reverse of this form which gives details of allowable expenses.

Name	_____
Email or Home address (for remittance advice)	_____ _____ _____
UK Bank Account Details:	Sort Code: ___ ___ ___ Account Number: ___ ___ ___ ___ ___ ___
(If you have a foreign account, please complete bank details overleaf. Your expenses should be shown in the same currency as your account.)	
Date of interview	_____
For the post of:	_____
Post Reference No:	_____
In Dept./School	_____

I request reimbursement of expenses incurred amounting to :

		£	p.
Car mileage	from _____ to _____		
	Total miles _____ at 18p per mile		
OR			
Standard rail fare from _____	to _____		
Overnight accommodation and meals	_____		

Any other expenses	_____		

Full details must be provided and original receipts must be attached.	Total		
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Signature of claimant _____ Date ____ / ____ / ____

Authorised by _____ Date ____ / ____ / ____

Expenditure Code

General ledger code	Cost centre/Project/Internal order	£	p.	Description
2 1 0 8 1 0				

For use in the Payroll & Expenses Office	Vendor number	Document Number
Date claim received in Payroll & Expenses Office	INTERVIEW	
Privacy Notice: Please note, we ask that you 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 in the event that you have a query or complaint.	Checked by Payroll Office	Claim Approved

1. This form should be sent to your interviewing department within 1 month of your interview
2. Receipts must be provided

<u>International Candidates</u>	
Travel:	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. Taxi fares may only be reimbursed to the extent their use is considered necessary given the distance travelled and time/duration of the interview.
Accommodation:	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
Meals/Subsistence:*	Meals should either be provided for interview candidates, or reimbursed upon submission of receipts so long as the cost is reasonable, given distance travelled and time/duration of interview.

<u>UK Candidates</u>	
Travel:	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 Taxi costs should only be approved if they were necessary given the distance travelled and the time/duration of the interview.
Accommodation:	Departments should arrange accommodation through Warwick Conferences where it is a requirement that candidates 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. Where 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.
Meals/Subsistence:*	Meals/snacks should only be provided or reimbursed where the distance travelled and the time/duration of the interview necessitates the provision of a meal or meals.

Meals/Subsistence:*	Please note the maximum subsistence allowances are: Lunch £14.00 Dinner £25.00
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Foreign Bank Details

Beneficiary Name _____

Beneficiary Address _____

Bank Name _____

Bank Address _____

IBAN (not applicable for USA) _____

Account Number _____

BIC/SWIFT Code _____

Clearing Code (see notes below)* _____

*

India - insert IFSC code

Canada - insert Transit & Institution Number

Australia & New Zealand - insert National Clearing Code/BSB

Brazil - insert CPF number

Mexico - insert 18-digit CLABE (re payment in pesos) or 11-digit CLABE (re payment in USD)

USA - insert Routing/ABA number (NCC) (note: we will send payments in \$)