

Interview Expenses Claim Form

View our [applicant privacy notice](#) to understand how the University collects, holds and uses your personal data. Please [read the guidance notes](#) on the following page before completing this form.

Candidate name:		Date of interview:	
Position title / Dept:		Job reference:	
Home address:			
E-mail address:			

Bank account details for candidates in the UK:			
Account number:		Sort code:	
Bank account details for candidates outside the UK:			
Account number:		SWIFT code:	
IBAN code:		BIC code:	
Bank name:		Bank address:	

Details of Expenditure			
Receipt number	Date costs incurred	Details of claim	Amount claimed
Total claimed:			

Signed:		Date:	
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NOTES RELEVANT TO CLAIMS FOR EXPENSES IN CONNECTION WITH INTERVIEWS

This form is relevant only for expenses in connection with attending an interview at the University. Your claim must be made in accordance with the [University's Interview Expenses Policy](#)

Bank and credit card statements cannot be used in line with Inland Revenue guidance.

Claims will not be considered for applicants travelling within a 30-mile radius of the University

Claims submitted more than one month following the date of the interview will not be reimbursed.

If pre-authorisation was required but not obtained, your claim may not be processed, or you might only receive partial reimbursement.

Where an expense item is in a currency other than GBP, you will be reimbursed in pound sterling (GBP) using the exchange rate on the date in which the expense was incurred.

RECEIPTS/OTHER SUPPORTING DOCUMENTATION

All claims must be supported by clearly numbered receipts or other relevant supporting documentation that correspond to the receipt numbers listed on your claim form.

Where possible please submit all receipts, supporting documents and your completed claim form as a single PDF file

WHERE TO SEND FORM

Please email the completed form to hr-recruitment-admin@bath.ac.uk along with copies of your receipts who will process your claim, seek authorisation and forward the forms to the Payments Office for processing payment

PAYMENT

If you have not received reimbursement of your expenses within three weeks please email:

hr-recruitment-admin@bath.ac.uk

For the Recruitment Team only:			
Processed by:		Date processed:	
Authorised by:		Date authorised:	
Total authorised for payment:		Project Code	

For Payroll / Payments Teams only:			
Co.		Tax code	
Account		Nett amount	
Project		Description for reports	Interview expenses
Product	P-TS-00		