



## **Claim for Candidate's Interview Expenses**

Only external candidates attending for interview **and** travelling to the interview from outside the Teesside (TS) postcode area will be eligible to claim expenses.

In the case of candidates travelling from overseas, expenses will be paid from point of entry into the UK.

Candidates should return the form to HR within 1 month from the date of interview.

Expenses will be paid according to the following schedule:

- i. Standard Class Rail, Bus Fare or Mileage (45p per mile for first 120 miles followed by 17p per mile thereafter) incurred.
- ii. Subsistence expenses:

<i>Bed &amp; Breakfast</i>	<i>£100.00 (inclusive of VAT)</i>
<i>Lunch</i>	<i>£ 6.00</i>
<i>Tea</i>	<i>£ 4.00</i>
<i>Dinner</i>	<i>£10.00</i>

Any expenses incurred will be reimbursed **only on production of receipts** and expenses will not be paid until after the conclusion of the interview. The expenses for the appointee will not be paid until he/she commences employment.

In the event of a candidate withdrawing his/her application, or refusing the offer of employment on grounds which, in the opinion of the Chair of the interview panel are inadequate, **no expenses will be paid.**



**Claim Form**

**PART 1: To be completed by Candidate**

Post \_\_\_\_\_

Date of Interview \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Expenses Incurred:**

Standard Return Rail or Bus Fare	£	.	
<b>or</b>			
Mileage (Return Journey)			miles
Bed & Breakfast	£	.	
Lunch	£	.	
Tea	£	.	
Dinner	£	.	
Total	£	.	

Signature of candidate \_\_\_\_\_ Date \_\_\_\_\_

**Please enter below details of the account to which expenses should be paid:**

**NB. This Bank Account MUST be in your own name.**

Name & Address of Bank												
Account No				Sort Code			-			-		

**THIS FORM SHOULD BE RETURNED TO:**

**Human Resources  
Teesside University  
Middlesbrough  
TS1 3AH**

**E: [hr@tees.ac.uk](mailto:hr@tees.ac.uk)**

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**PART 2: To be completed by School/Department**

Cost Centre to be charged \_\_\_\_\_

Signature: Budget Head \_\_\_\_\_ Date \_\_\_\_\_