

INTERVIEW EXPENSE FORM^{V202406}

WHO CAN USE THIS FORM?

This form is intended for claimants who have attended an interview at the University of Bristol and wish to claim the expense incurred.

IMPORTANT INFORMATION

- Forms must be submitted as an electronic copy of this form and need to be saved as an editable copy, do not 'print to pdf'.
- The claimant should complete sections 1 (Claimant information and declaration) and 2 (Claim details). If mileage is being claimed, the claimant should also complete section 3 (Mileage expense claim information).
- Completed forms, together with scans of receipts, must be emailed to your Human Resources contact.
- Human Resources must then email completed forms and receipts to Accounts Payable.
- All claims must be within the terms of the [University's Interview expense policy](#).

SECTION 1. CLAIMANT INFORMATION AND DECLARATION

First name:		Surname:	
Telephone number:		Email address	
Interview Date:		Vacancy ref no:	
Title of job applied for:		School/Division this claim relates to:	
Bank Account Number:		Sort Code: (no dashes/spaces)	

Please ensure that only bank account numbers are provided. Credit/debit card numbers will not be accepted.

Please complete additional details for non-UK bank accounts below.

IBAN/Account number:		Swift/BIC:	
Routing number:		Name of bank:	
Address of bank:			

__ I declare that the total claimed has been incurred by me solely in connection with attending to the interview detailed on this form.

Please confirm your name and date of declaration below.

Claimant name:		Date:	
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Completed forms, together with scans of receipts, must be emailed to your HR contact.

SECTION 2. CLAIM DETAILS

- Please provide a breakdown of your expenditure below. If you are claiming for milage, please also complete section 3, adding a summary line in Section 2.
- Please ensure that you show expenditure in the currency it was spent (column 5), and also the equivalent being claimed if that is in a different currency (column 6).

Total claimed:	Currency for reimbursement:	Other:

1	2	3	4	5	6
Description	Category	Currency used	Exchange rate used (if claiming in a different currency)	Total in currency spent	Total in currency claimed

SECTION 3. MILEAGE

1	2	3	4	5
Date	Route or destination (including start and end postcode)	Number of miles	Mileage rate	Total mileage expense claimed (£)

SECTION 4. HUMAN RESOURCES AUTHORISATION

HR name:		Authorisation date:	
Budget Code:			