**ALL SECTIONS OF THIS FORM MUST BE COMPLETED – PLEASE REFER TO GUIDANCE NOTES ON PAGE 4**

This form is to be used by candidates to claim reimbursement of expenses incurred in attending a face-to-face interview for a Cardiff University staff vacancy.

Sections 1 to 5 should be completed by the claimant; sections 6 to 8 are for office use only.

|  |  |  |
| --- | --- | --- |
| **SECTION 1: PERSONAL DETAILS** | Surname: |  |
| Forename(s): |  |
| Title: |  |
| Home Address: |  |
| Post Code: |  |
| E-mail: |  |
| Telephone Number: |  |
| **SECTION 2: BANK DETAILS (see Guidance)** | Bank Name: |  |
| Account Holder Name: |  |
| Sort Code: |  |
| Account Number: |  |
| **SECTION 3: VACANCY DETAILS** | Cardiff University Vacancy Number (XXXXBR): |  |
| School/ Directorate: | Choose an item. |
| Date of Interview: | Click or tap to enter a date. |
| Interview Location: |  |

**SECTION 4: CLAIM DETAILS**

See Guidance Notes on page 4. All claims must be accompanied by valid receipts/ proof of purchase.

|  |  |
| --- | --- |
| **Car Travel** | |
| Starting location: |  |
| Total mileage undertaken during journey: |  |
| Car Mileage claim: | £ |
| **Public Transport** | |
| Train Fare / Air Fare: | £ |
| Taxi/ Bus: | £ |
| **Subsistence** | |
| Hotel: | £ |
| Meals: | £ |
| Other Subsistence: | £ |
| If Other Subsistence, please give details: |  |
| **Other Items** | £ |
| If Other Items, please give details: |  |
| **Total amount claimed:** | £ |

**SECTION 5: CLAIMANT DECLARATION**

By signing this form, I confirm that all claims are legitimate and in line with Cardiff University guidance; and that receipts/ proof of purchase provided are genuine and valid*.*

|  |  |
| --- | --- |
| Name (please print): |  |
| Signature: |  |
| Date: | Click or tap to enter a date. |

**Please now pass this form and receipts/ proof of purchase to the Interview Panel Chair or local Administrator for processing. Thank you.**

**FOR OFFICE USE ONLY – TO BE COMPLETED BY LOCAL ADMINISTRATON/FINANCE**

**SECTION 6: FUNDING DETAILS**

Please enter either an Oracle GL code or a Project Code.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SOURCE 1** | | | | | | | | | | | | | | | | Percentage Split | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Oracle GL Code: |  |  |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |
| Project Number: |  |  |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |
| Task  Name: |  |  |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |
| Expenditure Type: |  |  |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |
| **SOURCE 2** | | | | | | | | | | | | | | | Percentage Split | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Oracle GL Code: |  |  | |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| Project Number: |  |  | |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| Task  Name: |  |  | |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  |
| Expenditure Type: |  |  | |  | |  | |  | |  | |  | |  | | | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  |

**SECTION 7: FORM COMPLETED BY**

|  |  |
| --- | --- |
| Name: |  |
| Extension number: |  |
| E-mail: |  |

**SECTION 8: APPROVAL**

By signing this form, I confirm that I approve the reimbursement of the amount claimed, which is in line with Cardiff University guidance*.*

|  |  |  |
| --- | --- | --- |
| **Authorised Signatory:** | Name (please print): |  |
| Signature: |  |
| Date: | Click or tap to enter a date. |

**Please send the completed Interview Expenses Claim form to the Payments team using the following email address:** [**payments@cardiff.ac.uk**](mailto:payments@cardiff.ac.uk)

**Guidance Notes**

This form is to be used by candidates to claim reimbursement of expenses incurred in attending a face-to-face interview for a Cardiff University staff vacancy.

Please note that bank details given in section 2 of this form will be deleted once payment has been made.

**Entitlement to Claim Interview Expenses**

You will be entitled to claim interview expenses if travelling a distance of 25 miles or more to the interview site.

**Travel**

|  |  |
| --- | --- |
| **Rail:** | Standard class travel only is permissible. Special reduced and cheap day rates should be used where available. Claimants using private cars may claim expenses up to, but not exceeding the standard rail class fare. |
| **Car:** | Where reasonable public transport facilities do not exist, the following mileage allowance may be claimed: 45p per mile for the first 100 miles and 13p per mile thereafter. |
| **Air:** | When travelling from abroad, the most economic flights available at the time should be booked. |

**Subsistence**

In general, subsistence should cover any meals, drinks (non-alcoholic unless with a meal) and cost of accommodation if required. Maximum allowances are as follows:

|  |  |
| --- | --- |
| **Length of stay/ visit to Cardiff** | **Allowance** |
| Overnight | £120.00 |
| 12 – 24 hours | £27.00 |
| 6 – 12 hours | £15.00 |
| 4 - 6 | £5.00 |

Original receipts or proof of purchase should be submitted for all actual expenses incurred up to the relevant maximum allowance. A written explanation should be given if receipts are not available.

Normally, only actual expenditure incurred up to the maximum travel and subsistence allowances will be reimbursed. However, if exceptional circumstances apply, and the maximum allowances are insufficient to meet actual costs, the prior approval of the Head of School/Directorate must be obtained for excess expenditure.

**Personal Items**

Expenses of a personal nature such as toiletries, sweets, chocolates, cigarettes and tobacco cannot be claimed.

**“Other” Travel Costs**

The cost of parking, bridge tolls and congestion charges (for entry to London) can be claimed and receipts should be obtained where possible.

Underground tickets can also be claimed even when ticket machines keep tickets. Parking fines will NOT be reimbursed under any circumstances. Taxis should only be used when other forms of public transport are not available or suitable.

|  |  |  |  |  |  |  |
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| **Document**  **Title** | **Version number** | **Date created/modified** | **Reasons for creation/modification** | **Review date** | **Squiz Asset #** | **Name of document custodian/creator** |
| Interview Expenses Claim Form | 1 | 8 November 2023 | Change in process | November 2024 | Website: 209646  Intranet: 2779527 | HR Operations Manager |