Working for you

Interview Expenses Claim Form

Name: _____ **Bank Details:**

Address: _____ **Sort Code:** _____

_____ **Account No:** _____

_____ **Bank Name:** _____

Post Interviewed For: _____ **Post No:** _____

Interview Date: _____ **Department:** _____

Appointed / Not Appointed
(Delete as applicable)

Travel Allowance
Receipts required for road/rail journeys. For journeys by car, mileage will be paid at the lowest essential car user rate according to engine size.

Date	Details of Claim (total number miles / train fare / bus fare etc)	Engine cc (if applicable)	Mileage Rate	Total

Subsistence Allowances (please tick those claimed)

Breakfast (Leaving home before 7.30 pm	up to	£6.69	☐
Lunch (Arriving home after 2.00 pm)	up to	£9.24	☐
*Tea (Arriving home after 6.30 pm)	up to	£3.63	☐
*Dinner (Arriving home after 8.30 pm)	up to	£11.43	☐
Bed and Breakfast (Receipts Required)	up to	£73.69	☐

(* one claim only)

The information given above is a true declaration of expenses incurred attending the interview

Signed: **Date:**

NB: If an offer of appointment is made which is not accepted then there is no entitlement to Interview Expenses.

Supplier Details		**Ledger Details**		**System Reference**	
Remarks mandatory Remittance Details				**S/Chq**	

General Ledger Code		**VAT**	**Amount**	
Short Code	**Job Code**	IND	**£**	**p**
Goods Rcd	Calcns	Supervised	Authorised	VAT Amt
				TOTAL