A logo for a university

Description automatically generated

**Interview Claim Form**

We’d appreciate it if you could submit your expenses as soon as possible please. We will not reimburse any expenses that are submitted over 1 month after your interview date and the date on the receipts.

Please complete this interview claim form and return to us with all associated receipts.

We prefer to receive interview expense claims and receipts by email to [e.recruitment@durham.ac.uk](mailto:e.recruitment@durham.ac.uk).

Alternatively, you may send your claim to us by post to:

HR Recruitment Team

Mountjoy Centre

Stockton Road

Durham University

DH1 3LE

Telephone: +44 (0) 191 334 6801

|  |  |
| --- | --- |
| **Candidate Information** | |
| Candidate Name |  |
| Candidate Address |  |
| Name of Bank |  |
| Bank Address |  |
| Account Number |  |
| Sort Code |  |
| SWIFT Code. (if applicable) |  |
| IBAN Number (EU candidates only) |  |

|  |  |
| --- | --- |
| **Interview Details** | |
| Vacancy Reference Number |  |
| Vacancy Title and Department |  |
| Date/s of Interview |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure** | | | | |
| Expense | Date of Expense | Please provide details of the expense | Amount  £ . p | Receipt Provided (Y/N) |
| Travel |  |  | £ |  |
| Accommodation |  |  | £ |  |
| Subsistence |  |  | £ |  |
| Other |  |  | £ |  |
| Total Amount Claimed | | | £ | |
| Signature |  | | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For University use only** | | | | | |
| Certified for Payment | | | | | |
| Signature | | |  | | |
| Date | | |  | | |
| Invoice | | | | | |
| To be completed by the Finance Department | S / F | Creditor | | Transaction number PR | Analysis |
| Cost Centre | Detail Code | VAT Code | | Value (excluding VAT) £ . p | Project |
| Project Analysis |  |  | |  |  |