

# Interview Expense Form

Finance Services

Form 007 V3 16/03/2018



University of  
**BRISTOL**

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

**PLEASE ATTACH ALL ORIGINAL RECEIPTS TO THE BACK OF THIS FORM**

Note1: Please note credit card holder receipts or statements are not accepted as proof by HMRC.

Note 2: Please refer to the interview expense policy for full details of entitlement <http://www.bristol.ac.uk/hr/resourcing/resources/expenses1.html>

## Claimant Information

Date

Please ensure your name is written as per your bank account

Title

Surname

First Name

Middle  
Name

Contact Tel. Number

Alternative  
Tel. Number

E-mail Address

**Address**

Cheques will be sent to  
this address

Post Code

Interview date

School/division  
this claim relates to

Title of job applied  
for

Vacancy ref no

Type of claim  
please tick

Cheque

Bank Transfer

Currency of payment  
Please tick

£

€ - bank transfer only

\$ - bank transfer only

Other - bank transfer only

Please note Cheques will only be made payable in £GBP. Any other currency must be paid via bank transfer.

Please continue on page two

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## Bank transfer instructions

Sort Code

Account  
no.

### Additional details for non-UK bank accounts

IBAN no.

Swift/BIC.

Routing no.

Name of bank

Address of bank

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## Expenses covered

Please see the [Interview expense policy for reimbursable expenses](http://www.bristol.ac.uk/hr/resourcing/resources/expenses1.html) [www.bristol.ac.uk/hr/resourcing/resources/expenses1.html](http://www.bristol.ac.uk/hr/resourcing/resources/expenses1.html)

No. of Miles  
claiming @  
25p

Total in currency spent

Other Travel

Total in currency spent

Original Receipts attached

Accommodation

Total in currency spent

Original Receipts attached

Totals

Total in currency spent

Total in Currency claiming

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## Claimant Declaration

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

Claimant Signature

checking this box will be accepted instead of signature if you are submitting this form via e-mail.

Date

Please ensure all the required information has been provided above and that all three pages are then returned to your Human Resources contact.

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## Human Resources Authorisation

I confirm that this claim is correct and in order for payment

Human Resources  
Signature

Checking this box will constitute a signature if you are submitting this form from an @bristol.ac.uk email address.

Print Name

Date

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**Admin Use only**

Budget code

Account code

Amount

.....  
**Total Amount**

Ext ref 1

Ext ref 2

Ext ref 3

**Claimants: Please send this form to your HR contact using the details you already hold.  
HR only: Please send completed and authorised forms to Accounts Payable at [purchasing-invoices@bristol.ac.uk](mailto:purchasing-invoices@bristol.ac.uk)**