Building a better working world

Recruitment travel expense claim form

Before completing this form it is important that you read our student candidate travel policy.

Candidate ID number:
(found in your application portal)

EY Experience location and date you attended:
(e.g. London - 01/11/2018)

Name:

Address line 1:

Address line 2:

Town/City:

Postcode:

Date expense incurred:

Office location applied for:

Programme: <Please select>

Business unit: <Please select> Service line: <Please select>

Type of expense	Amount to be reimbursed	
Fuel (13p per mile):	£	
Hotel (EY approval required):	£	
Other (EY approval required):	£	Please specify:
Total reimbursement:	£	

Payment details (via nominated account or leave blank if cheque is required)
Account name:
Sort code:
Account number:

Please be aware we will only reimburse a maximum of £150 for each event. Refer to our candidate travel policy for more information.

How to submit your expenses:

- Please email your expense form and attach a clear scanned proof of purchase to: **student.expenses@uk.ey.com**
- Please title your expense email in the following format:

  NAME – SERVICE LINE – LOCATION – DATE OF EVENT

- We do not accept photographs of your tickets/receipts.
- **Please ensure that you keep copies of your proof of purchase**
- We need to see proof of purchase for all journeys (for Oyster top ups please print/scan your relevant journey history from your statement online).
- We do not reimburse for taxi or hotel accommodation (unless pre-authorised).
- Please note that expenses can take 4-6 weeks to process, possibly longer in busy periods. If you have not received the amount within this timescale please contact your Recruitment Services coordinator.