

Claiming interview expenses

1 General introduction

- 1.1 Payment of interview expenses will be made according to the information below. Reimbursement for alternative arrangements will be made only in exceptional circumstances and by prior agreement with staff in the Personnel Department (telephone 01273 642837).
- 1.2 Please note that the Moulsecoomb and Falmer sites of the University are served by their own railway stations with a regular service from and to both Brighton and Lewes. In view of this it should not normally be necessary to travel by taxi from Brighton to either Moulsecoomb or Falmer.
- 1.3 Claims should be made on form PD13, and receipts should be included with claims. Where it is not possible to produce receipts, a full and satisfactory explanation needs to be given.

2 Travel expenses

- 2.1 Candidates are asked to use the most cost-effective method of travel. This will usually be by public transport (second class rail fares, or bus fares) plus reasonable taxi fares, where appropriate. The cost of air travel within the UK will be reimbursed if it is shown to be the most cost-effective means of attending for interview. Candidates who discover this to be the case should obtain **prior** agreement from the Personnel Department before travel arrangements are made.
- 2.2 When the most cost-effective method of travel is by private car, reimbursement will be made at the rate of 25p per mile for return journeys of up to 100 miles
- 2.3 If candidates are travelling to interview from outside the UK, the University will pay for travel from the point of entry into the UK only.

3 Subsistence allowances

- 3.1 When it is not possible to travel to and from an interview in the same day, a contribution towards the cost of reasonable overnight accommodation can be claimed. Candidates are responsible for arranging their own accommodation and for settling the account with the hotel, unless notified otherwise. Information about local guest houses and hotels is available from the Personnel Department.
- 3.2 A contribution will be made towards other reasonable subsistence expenses on the following basis:-

Morning	£4.50
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Midday	£7.50
Evening	£10.00

3.4 Alcoholic refreshments will not be reimbursed.

4 Other information

4.1 Payment to unsuccessful candidates will be made within a month of receiving the claim. Successful candidates normally receive reimbursement with their first salary/wage payment.

4.2 If a candidate refuses an offer of appointment, careful consideration will be given to whether any expenses should be reimbursed.