

Interview Expenses

You may claim expenses on attending an interview with the University of Reading if you live more than 50 miles round trip from the University.

Please contact the school/ function's HR Coordinator can provide you with a copy of the latest claim form.

It is the normal practice of the University that expenses are not refunded in a case where an appointment is offered and then refused.

The following conditions for what we will accept for reimbursement are stated below:

- Rail fares must be booked as economy or standard fare, and where possible off-peak fares should be used;
- Accommodation for one night up to £110.
 - If individuals are flying from overseas, we may cover more than one night so please discuss this with the school/ function's HR Coordinator before booking;
 - Consideration must be given to sustainability accredited hotels, health and safety and demonstrating best value.
- For overseas candidates who have applied for grade 6 or above posts, air fares at an economy rate must be booked;
- Mileage for using a personal vehicle will be fully reimbursed if it is cheaper than the cost of a rail ticket.
 - If the cost of a train ticket is cheaper, the cost of the ticket will be refunded instead.
 - The rate of reimbursement for a round trip is 45p per mile for the first 70 miles and 25p thereafter.
- Subsistence may be claimed under the following provisions:
 - Day trips lasting less than 10 hours no food or other subsistence can be claimed;
 - Day trips lasting more than 10 hours, a subsistence claim for up to a maximum of £10 or food can be claimed on production of valid receipts;
 - Where overnight travel is included, up to a maximum of £45 can be claimed for subsistence on production of valid receipt

The University permits Schools to reimburse visa costs on behalf of interviewees, but only where grant funding is available and allows for this as an eligible cost. Please note visa costs are not eligible with all funding schemes, please seek advice from your Research Development Manager

When completing the expense claims form, please note:

- Handwritten forms will not be accepted. It must be typed;
- The fields to enter your bank details will come up when you select 'visitor' from the 'I am a' field;
- The accounting section can be left blank as it's for office purposes;
- The reason/event should be included on the first page (only complete the second page if claiming for mileage);
- Digital copies of the expenses claim form and scans of receipts will be accepted only if they are sent from your personal email address.
 - You can post these to the University if it is more convenient, but we would recommend making a copy in case the originals are mislaid;
- If currency is different, please use: <http://www.oanda.com/currency/converter/> to convert to correct daily rate or leave blank for administrator.

Please note that it can take up to 2 to 3 months to reimburse your expenses due to the number of individuals required to sign off and process the paperwork. Any claims will be paid to you on a Friday.

If you feel there has been a delay to your payment, please contact the school/ function's HR Coordinator