



## Human Resources Department – Interview Expenses Guidance

### Travel:

The University will cover reasonable travel if booked through our Recruitment Team via a travel partner. Where travel costs are excessive or where a candidate is unable to attend in person the interview may instead be held via video conference/zoom.

In order to make travel arrangements please contact [recruitment@glasgow.ac.uk](mailto:recruitment@glasgow.ac.uk), with the following information:

- Vacancy Reference Number
- Proposed travel dates
- Preferred travel times
- First name
- Middle name(s)
- Surname
- DOB/Nationality
- Email address for the traveler
- Mobile Telephone Number
- Passport Number (if applicable)
- Accommodation requirements (if applicable)

Please ensure that you carefully check the information that you send to the Recruitment Team as any excess costs incurred due to changes resulting from incorrect information may not be payable by the University.

### Accommodation:

If you have any queries regarding overnight accommodation, please contact [recruitment@glasgow.ac.uk](mailto:recruitment@glasgow.ac.uk) and the necessary arrangements will be made.

**Please note:** Both travel and accommodation arrangements are made internally through the university and its partners'. All arrangements are made at the University's discretion. If your home address is less than 35 miles from University of Glasgow, you are not entitled to reimbursement.

### **Claim for incidental interview expenses:**

The University will refund reasonable incidental expenses incurred during your visit such as: Taxis, airport transfers, bus & subway tickets – where necessary.

In addition:

We will pay up to a maximum of £20 per day for food and 20p per mile for petrol should you choose to drive to your Interview. Please note that a Google Map screengrab must be submitted to evidence the distance covered.

Please note that we cannot meet the cost of telephone calls, Wi-Fi, alcohol or upgraded services i.e. additional luggage, business class, etc.

All claims must be supported with full, itemised receipts as reimbursement will **not** be made without receipts. We also require claimants to complete a Sundry payment request form in support of their request. These can be requested by contacting **recruitment@glasgow.ac.uk** after your interview.

#### **For UK residents:**

The form allows you to claim for reimbursement by cheque or bank transfer. Please indicate which you would prefer and fill out the form accordingly. A GBP form will be provided upon request following your interview.

#### **For Non-UK residents:**

Only a bank transfer is available and as such you should receive a bank transfer form for foreign payments only. We ask that you also provide additional documents as detailed in the second tab of the form. A USD/EURO/Other currency form will be provided upon request following your interview.

Please ensure that you complete the correct form for your location.

Please note that claims **must be submitted within 3 months** of the interview date.

Please return the applicable completed claim form and your receipts to:

**recruitment@glasgow.ac.uk**

- **No incomplete forms will be accepted.**
- **Forms must be signed by hand.**
- **Forms must contain full address and postcode details.**

If you have any queries regarding travel or reimbursement, you can contact a member of the Recruitment Team at: **recruitment@glasgow.ac.uk**

PLEASE NOTE: PAYMENT CAN TAKE UP TO 6 WEEKS.

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