

**CLAIMANT:**  
(Name, Title & ALL initials)

Address for receipt of cheque: .....

.....

.....

.....

Post Code: .....

<b>INTERVIEW DATE:</b> .....	£	p
<b>DEPT:</b> .....	Mileage ..... @ ..... p <i>(Current car mileage rate ____ p per mile)</i>	
<b>POST:</b> .....		
<b>ADVERT REF NO:</b> .....	Other travel *** <i>Second class return fare.</i>	
<b>INTERVIEWEE'S DECLARATION</b> I declare that the total claimed has been incurred by me solely in connection with attendance at interview. I hereby claim reimbursement.	Accommodation *** <i>University Accommodation or equivalent.</i>	
Signed: .....	Subsistence ***	
Dated: .....		
<b>DEPARTMENTAL AUTHORISATION</b> I confirm this person attended the interview.	<b>** TOTAL EXPENSES CLAIMED</b>	
Signed: .....	Note 1 Original receipts should be produced. Credit card vouchers or statements are not accepted as proof by Inland Revenue.	
Dated: .....	Note 2 Personal expenses (eg Alcoholic drinks) and third party expenses are not allowable	
<b>PERSONNEL AUTHORISATION</b> This claim is correct and in order for payment.	-	
Signed: .....	Personnel Auth Signatory	
Dated: .....		

FOR ADMIN USE ONLY	Ext Ref 1: .....	
	Ext Ref 2 Order No: .....	
	Ext Ref 3 Other Ref: .....	

Charge Codes			£	p	Description
EL1	EL2	EL3			
.....	.....	.....			.....
.....	.....	.....			.....

Expenses Allowable	Rates / Calculations Correct	<b>TOTAL</b>	-	For Finance Office use only
Must equal total expenses claimed at **				Doc Type / Invoice No.
Initial when checked				E X P I N T V 2 FO RL 29 08 07