A logo for a university

Description automatically generated

**Interview Claim Form**

Please complete this interview claim form and return to us with all associated receipts.

We prefer to receive interview expense claims and receipts by email to [e.recruitment@durham.ac.uk](mailto:e.recruitment@durham.ac.uk).

Alternatively, you may send your claim to us by post to:

HR Recruitment Team

Mountjoy Centre

Stockton Road

Durham University

DH1 3LE

Telephone: +44 (0) 191 334 6801

|  |  |
| --- | --- |
| **Candidate Information** | |
| Candidate Name |  |
| Candidate Address |  |
| Name of Bank |  |
| Bank Address |  |
| Account Number |  |
| Sort Code |  |
| SWIFT Code. (if applicable) |  |
| IBAN Number (EU candidates only) |  |

|  |  |
| --- | --- |
| **Interview Details** | |
| Vacancy Reference Number |  |
| Vacancy Title and Department |  |
| Date/s of Interview |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure** | | | | |
| Expense | Date of Expense | Please provide details of the expense | Amount  £ . p | Receipt Provided (Y/N) |
| Travel |  |  | £ |  |
| Accommodation |  |  | £ |  |
| Subsistence |  |  | £ |  |
| Other |  |  | £ |  |
| Total Amount Claimed | | | £ | |
| Signature |  | | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For University use only** | | | | | |
| Certified for Payment | | | | | |
| Signature | | |  | | |
| Date | | |  | | |
| Invoice | | | | | |
| To be completed by the Finance Department | S / F | Creditor | | Transaction number PR | Analysis |
| Cost Centre | Detail Code | VAT Code | | Value (excluding VAT) £ . p | Project |
| Project Analysis |  |  | |  |  |