



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.

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 | | | | |