



Queen Margaret University  
EDINBURGH

# **Interview Expenses Policy & Procedure**

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## 1.0 General Principles

- The shortlisting panel should shortlist candidates in accordance with the university's recruitment and selection policy regardless of their geographical location.
- For all first stage interviews, where the candidate is based more than 80 miles from the university, the candidate is requested to use video conferencing and Skype where practicable. Where candidates opt to travel to the university from distances further than 80 miles away, travel expenses will not be reimbursed by the university unless in exceptional circumstances, at the discretion of the Line Manager and Head of HR with prior approval.
- The university will not normally refund expenses for a candidate if they are offered and subsequently decline the university's offer of employment.
- Candidates are required to pay the cost of any expense incurred initially; candidates can claim reasonable expenses (as described below) back from the university following their interview. Receipts must accompany all claims.

## 2.0 Expense Limits

The university will cover pre-approved expenses for interview candidates on the following basis subject to the maximum limits listed below:

### 2.1 First stage interview candidates;

Travel & sustenance (travelling from within an 80 mile radius)	£75
Travel & sustenance (travelling from more than an 80 mile radius)	£150

### 2.2 Second stage interview candidates;

Travel, accommodation & sustenance (travelling from within the UK)	£150
Travel, accommodation & sustenance (travelling from within Europe)	£300
Travel, accommodation & sustenance (travelling from the rest of the World)	£600

## 3.0 Travel Expenses

In all cases the most economical mode of transport must be considered by the candidate. For candidates who live between 30 and 80 miles from the university, expenses are reimbursed as follows:

- Economy class rail fare or car mileage for distances of between 30 and 80 miles (at a rate of 42p per mile);
- Fares for public transport for travel to and from the university or overnight accommodation if applicable
- For second stage interview candidates, economy class air fares will be reimbursed in line with the limits above where air travel presents a better economic alternative to travelling by train or is the only option available.

#### **4.0 Accommodation and Sustenance**

When the distance is such that overnight accommodation is required the university will cover the cost of 1 nights' accommodation. HR can provide details of hotels near to the university on request.

Where a candidate is required to stay overnight to attend an interview, the university will cover the cost of breakfast and an evening meal. Any additional costs such as room service, newspapers etc. cannot be claimed back from the university.

#### **4.0 The Procedure**

Agreed interview expense claims should be submitted to Human Resources within four weeks of the interview date via the QMU Interview Expenses Claim Form attaching all relevant receipts. Claims received after four weeks may not be honoured by the university.

Once in receipt of the expenses claim it will be processed by HR and sent to Finance for payment, payment will be made via BACS transfer.

Any queries in relation to this policy should be directed to Human Resources.

**Appendix 1: Interview Expenses Claim Form**



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**Interview Expenses Claim Form**

<b>Part 1: To be completed by claimant</b>							
<b>1a Claimant Details</b>							
Forename		Surname					
Vacancy Job Title		Vacancy Ref No.					
Date of Interview							
Address (including postcode)							
Name and address of Bank							
Account Number (8 digits)		Sort Code					
<b>1b Details of Claim (please ensure that all receipts are attached)</b>							
<b>Travel</b> (*car / rail / taxi / bus / air fare etc.)							
Travel Type*	Date	Travel From	Travel To	Miles	@p	£	p
<b>Accommodation &amp; Sustenance</b>							
Details of Expenses						£	p
Total:							
Claimant Signature:					Date:		

<b>Part 2: To be completed by Human Resources</b>			
Budget Code			
HR Signature		Date	