

UCL Guidelines on Interview Expenses

These guidelines apply to candidates who are interviewed on or after 1 August 2017.

UCL may reimburse reasonable interview expenses as defined by the criteria set out below. Candidates who require travel expenses and/or accommodation must request authorisation from the recruiting manager in advance of making any travel arrangements.

General Principles

- UCL may reimburse reasonable interview expenses as defined by the criteria set out below where a candidate is travelling from outside approximately 20-mile radius of the interview location
- The reimbursement of interview expenses is only for prospective new staff and does not apply to current UCL staff
- When using public transport, candidates should use the cheapest and most efficient form where possible
- Claims will be reimbursed by the recruiting departments
- UCL reserves the right to decline any expenses deemed to be unreasonable or those that are not supported by original receipts or other proof of purchase

Permissible travel expenses

- Public transport from within the UK to the value of a standard rail or coach fare. Where possible off peak travel should be arranged
- Economy airfare for candidates travelling from overseas
- Bus or taxi fares associated with the local journey to and from the interview location - this excludes long-distance taxi fares (UCL will only reimburse taxi fares, where their use is considered reasonable, cost-effective and/or the only practical form of public transport)
- Mileage is paid at the approved allowance rates:
 - Private or hire car travel at 45p per mile, including reasonable parking and congestion charges
 - Motorcycles at 24p per mile

Accommodation & Meals

Where a request for an overnight stay has been approved in advance by the recruiting manager, UCL will reimburse reasonable single occupancy bed and breakfast hotel accommodation close to the interview location. UCL will reimburse accommodation up to £150 +VAT. If the cost of a hotel exceeds this limit, prior approval should be obtained from the recruiting manager.

Where an overnight stay or a lengthy journey is essential to attend interview, UCL will consider a reasonable* claim for a meal subject to prior approval from the recruiting manager.

- * Breakfast: *maximum of £10 receipted including VAT and service*
- Lunch: *maximum of £7 receipted including VAT and service*
- Dinner: *maximum of £20 receipted including VAT and service*

Submitting an expenses claim

- Candidates should be provided with a copy of the [General Expense Form](#) (also available via the [Finance and Business Affairs Expenses](#) page).
- If the candidate does not have a UK bank account please use the [Foreign Bank Expense Form](#).
- Once the form is complete, and original receipts attached, it should be returned to the department who conducted the interview for processing. Claims will only be processed when the form has been fully completed and is accompanied by the appropriate original tickets and receipts confirming date of travel, accommodation and cost.
- Once the approved claim form and supporting documentation has reached Accounts Payable it will be processed.
- All interview expense claims must be received within one month of the interview date and include all receipts.

Managing costs associated with recruitment (*Manager's guidance*)

The following guidance is provided to recruiting departments to ensure that travel costs for recruitment do not escalate unreasonably:

- Departments should shortlist the candidates who score the highest when assessed against the selection criteria, regardless of their geographical location
- If a candidate lives overseas, the interview may be held via telephone or videoconferencing. This is intended to limit the need for travel, particularly for first interviews
- If a candidate requires overnight accommodation in order to attend a selection event, they should be given details of the local accommodation options in line with the threshold specified above (£150 +VAT)
- Candidates must be informed about the expenses they will be eligible to reclaim prior to attending the selection event. Guidelines on the payment of expenses and a claim form should be provided to candidates ideally in advance or on the day interview.

Queries regarding interview expense claims should be made to the HR Business Partner contact for the division.

INTERVIEW EXPENSES CLAIM – GENERAL CONDITIONS

UCL will reimburse expenses incurred solely in connection with attending an interview and in line with these general conditions. These conditions should be read in conjunction with the above guidelines:

1. Expenses will not be paid until after the interview and all expense claims must be accompanied by original receipts and/or tickets.
2. Travelling expenses may only be claimed by interview candidates who live outside approximately 20 miles of the interview location.
3. Expenses will be reimbursed to cover the cheapest and most efficient form of public transport available.
4. Overseas travel must be discussed and agreed with the recruiting department before making any travel arrangements.
5. Candidates travelling by car will be reimbursed for mileage at a fixed rate of 45 pence per mile (or 24 pence per mile for motorcycles). The maximum mileage payable will be in respect of the shortest route between the candidate's home and the place of interview. Mileage will be checked using the AA Journey Planner <http://www.theaa.com/route-planner/index.jsp> or the internet map www.multimap.com.
6. Standard class travel using public transport from within the UK should be used and arranged off peak where possible.
7. Where it is deemed appropriate by the University, candidates are entitled to be reimbursed reasonable single occupancy bed and breakfast hotel accommodation close to the interview location up to £150 +VAT. Where an overnight stay or a lengthy journey is essential to attend interview, the University will consider a reasonable claim for a meal, subject to prior approval from the recruiting manager, to a maximum £10 Breakfast, £7 lunch and £20 dinner.

ADDITIONAL INFORMATION

Access Requirements

If you have any specific access requirements, please contact the recruiting manager as soon as possible.

Travel information

Maps, location and information travelling to UCL: <http://www.ucl.ac.uk/maps>

For tube, bus and London journey planner information: www.londontransport.co.uk/tfl

National express coaches: www.nationalexpress.com

National rail information (including timetables): www.nationalrail.co.uk