



People and Organisational Development – Interview Expenses Guidance

Please be advised that the guidance noted below is applicable to **Grade 6 and above vacancies** only.

Travel:

The University will cover reasonable travel costs **only if the travel is booked through our Recruitment Team** (via our travel partner), by following the instructions outlined below. Where travel costs are excessive or where a candidate is unable to attend in person, please note that it may be possible for the interview be held remotely via Video Conference. Please liaise with the Recruitment Team via recruitment@glasgow.ac.uk, if you have any questions on this.

In order to make travel arrangements please contact recruitment@glasgow.ac.uk with the following information:

- Vacancy Reference Number
- Proposed travel dates
- Preferred travel time
- Preferred route
- Title
- First name
- Middle name(s)
- Surname
- DOB/Nationality
- Email address for the traveler
- Mobile Telephone Number
- Passport Number (if applicable)
- Accommodation requirements (if applicable)

Please ensure that you carefully check the information that you send to the Recruitment Team, as any excess costs incurred due to changes resulting from incorrect information may not be payable by the University.

Accommodation:

If you have any queries regarding overnight accommodation, please contact recruitment@glasgow.ac.uk and the necessary arrangements will be made.

Please note: Both travel and accommodation arrangements are made internally through the university and its partners'. All arrangements are made at the University's discretion. If your home address is less than 35 miles from University of Glasgow, you are not entitled to reimbursement.

Claim for incidental interview expenses:

The University will refund reasonable incidental expenses incurred during your visit such as: Taxis, airport transfers, bus & subway tickets – where necessary.

In addition:

We will pay up to a maximum of £20 per each calendar day for food and 20p per mile for petrol should you choose to drive to your Interview. Please note that a Google Map screenshot must be submitted to evidence the distance covered.

Please note that we cannot meet the cost of telephone calls, Wi-Fi, alcohol or upgraded services i.e. additional luggage, business class, etc.

All claims must be supported with full, itemised receipts as reimbursement will not be made without receipts.

In order to make an interview expenses claim, please contact recruitment@glasgow.ac.uk with the following information:

- Vacancy Reference Number
- Your Full Name
- Your Address (Home address which was used at time of opening account)
- Country
- Your Bank's Name
- Your Sort Code
- Your Account Number
- A copy of full itemised receipts
- Screenshot of your statement/ online banking that provides your name, sort code and account number
- Google Map screenshot of distance covered (if requesting petrol expenses).

For Non-UK residents:

In addition to the above, for payment in another currency (e.g. USD/Euro), we will also require the following:

- SWIFT Code / BIC Code
- IBAN / Account Number
- Screenshot of your statement/ online banking that provides your name, SWIFT Code / BIC Code and IBAN / Account Number.

Please note that claims must be submitted within 3 months of the interview date.

If you have any queries regarding travel or reimbursement, you can contact a member of the Recruitment Team at: recruitment@glasgow.ac.uk

PLEASE NOTE: PAYMENT CAN TAKE UP TO 6 WEEKS.