



# Regulations for interview expenses and claim form for candidates

## Interview Expenses

The following travel, accommodation and meal expenses will be reimbursed if you are required to travel from outside of Greater London (Greater London being the 32 Boroughs of London and the City of London) in order to attend a recruitment interview at the School, providing such expenses are deemed reasonable. Any costs or expenses that not listed below will not be met by the School.

Reimbursements will only be made on submission of the original valid receipts (please note that a credit card payment slip is not a valid receipt). Claims that are not supported by valid receipts will not be reimbursed.

## Travel

- If you are travelling from outside the Greater London Area you may claim standard class rail fares. You may also claim the cost of an economy **domestic** flight if your travelling distance is in excess of 300 miles.
- If your interview is for an academic post, a research assistant, research fellow or LSE fellow post and you are travelling from abroad you may claim an **economy international** return air fare. In exceptional circumstances, we will consider paying the cost of a premium economy or business air fare, but prior written approval must be obtained from the Human Resources Division and flights must be arranged through the School's travel provider. Candidates interviewing for other posts may not claim international air fares, except in exceptional circumstances where written approval has been given by the Human Resources Division prior to booking (contact [HR.jobs@lse.ac.uk](mailto:HR.jobs@lse.ac.uk) to request approval).
- All claims for air fares must be accompanied by details of the most cost effective air fare, such as a print out of the flight options available from a travel agent or an airline website, so please retain this information at the time of booking.
- Exceptionally, the School will consider meeting the cost of taxi fares or car parking fees. Prior approval must be obtained from the Human Resources Division.
- The School is unable to apply for visas on behalf of interview candidates. If you require a visa to come to the UK we ask that you make your own application. For further information, please visit [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## Accommodation and Meals

- If it is necessary for you to spend more than one day away from home, then you may claim for Bed and Breakfast for a maximum of three nights in a hotel.

For academic posts, research assistants, research fellows and LSE fellows, or posts graded 8 -10, the School will refund up to £200 per night towards the cost of accommodation and meals on submission of receipts. For posts graded 1-7, other than those above, the School will not refund the cost of overnight accommodation and meals, except in exceptional circumstances where written approval has been given by the Human Resources Division prior to booking (contact [HR.jobs@lse.ac.uk](mailto:HR.jobs@lse.ac.uk) to request approval).

- Candidates who need to spend more than 12 hours away from home, but do not need an overnight stay, may claim up to £50 per day for meals on submission of original receipts.

If your costs are more than the above allowances, you will only be reimbursed to the maximum level.

- The LSE is situated in the Russell Square and Holborn areas of London. Please visit the School's London Hotels page <http://www2.lse.ac.uk/lifeAtLSE/accommodation/privateHousing/hotels/hotels2009Russell.aspx> for suggestions of hotels that you can contact to make a booking.

## Claims Procedure

Please provide the Human Resources Division with this form signed and dated, with **receipts attached**. This may be done on the day of the interview or shortly afterwards. **The School will not reimburse expenditure where there is no supporting receipt.**

You should list all expenses in the currency in which the cost was incurred, and identify the relevant currency on the claim form. Please clearly state whether you wish to be reimbursed in Pounds Sterling or in another currency. All currency conversions will be carried out by the School on the date the claim is processed by the Human Resources Division using the conversion rate quoted on that day by [www.xe.com](http://www.xe.com) In addition please state whether you wish to receive a cheque or would prefer payment to be made directly into a bank/building society account (please give full account details). Please note that payment by cheque can only be made in Pounds Sterling, Euros and US Dollars. Payment in all other currencies must be made by bank transfer.

## Time Guide for Processing Claims

Expenses claims in Pounds Sterling will normally be processed and paid within 4-5 weeks of the Human Resources Division receiving the completed claim form and receipts. Where payment by cheque has been requested, please allow extra time for the postal delivery of



the cheque.

Expenses claims in all other currencies will normally be processed and paid within 5-6 weeks of the Human Resources Division receiving the completed claim form. Please allow extra time for the postal delivery of a cheque or for the remittance of funds to non-UK bank accounts.

Incomplete forms, or the failure to provide the requested receipts, may delay the processing of your claim. If you have an enquiry about a claim that you have submitted please email [HR.jobs@lse.ac.uk](mailto:HR.jobs@lse.ac.uk)

## General Information

We are unable to make travel arrangements on your behalf. Visa expenses, photocopy expenses, courier charges, postage and telephone call expenses will not be reimbursed.

If you have a disability and you require special travel arrangements please contact the Human Resources Division [HR.jobs@lse.ac.uk](mailto:HR.jobs@lse.ac.uk) (020 7955 6659)

## 1 Personal details

Surname:	<input type="text"/>		
Forenames:	<input type="text"/>		
Title: Mr/Ms/Miss/Mrs/Dr/Prof/Other (please specify)	<input type="text"/>		
Address:	<input type="text"/>		
Country:	<input type="text"/>		
Post code/Zip code:	<input type="text"/>		
Please supply a telephone number and email address so that we may contact you if we have any queries about your claim			
Email:	<input type="text"/>		
Telephone number: (including international dialing code for non UK numbers)	<input type="text"/>		

## 2 Post details

Post applied for:	<input type="text"/>		
Department:	<input type="text"/>		
Date of interview:	<input type="text"/>		

## 3 Details of expenses incurred (receipts must be attached)

### Economy return air fare:

From:	<input type="text"/>	To:	<input type="text"/>
State the currency the flight was paid in:		<input type="text"/>	

### Second class return rail fare:

From:	<input type="text"/>	To:	<input type="text"/>
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### Bus/Underground fares:

From:	<input type="text"/>	To:	<input type="text"/>	£	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>	£	<input type="text"/>



From:  To:  £

**Meals:**

Breakfast: £  Lunch: £   
Refreshments: £  Evening meal: £

If your meal cost more than the allowances, you will only be reimbursed to the maximum level of each meal allowance

**Hotel accommodation:**

Where you have booked your own accommodation: £

(The School will make a maximum contribution of £80 per night)

**I confirm that I have incurred the above expenses:**

Total of expenses incurred in pounds sterling: £

Total of expenses incurred in other currencies:  Currency:

**Signed:**  Date:

Please state the currency you wish your total expenses to be paid in:

Bank details:

Name and title of account holder:

Address of bank branch:

Bank details:  Sortcode:

SWIFT code and IBAN for non-UK accounts:

Please tick one of the following: ☐ Cheque (for payment in £s, Euros and US\$)  
☐ Bank transfer (for payments in any currency)

LSE USE ONLY. Claim approval date: