

## Selection committee expenses claim form

### 1 Personal details

Surname:

Forenames:

Title: Mr/Ms/Mrs/Miss/Dr/Professor/Other (please specify)

Address:

### 2 Details of the selection committee

Post title:

Reference Number:

Date of selection committee:

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

#### Economy Return Air Fare

From:	To:	£
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#### Second Class Return Rail Fare

From:	To:	£
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#### Bus/Taxi/Underground Fares

From:	To:	£
From:	To:	£

<b>Meals</b>	Breakfast: £	Lunch: £
	Tea: £	Evening Meal: £

GRAND TOTAL: £

I confirm that I have incurred the above expenses:

Signed:	Date:
Counter signed:	Date:

The School cannot reimburse expenditure where there is no supporting receipt. Committee Members may claim bed and breakfast for up to two nights in a hotel booked by the Human Resources Division. The hotel booked by the Human Resources Division will invoice the School directly for any accommodation and meal expenses. **Personal expenses, such as telephone calls, will not be reimbursed.**