

## 1. Introduction

- 1.1 The University of Kent appreciates that attending interviews may incur additional cost. As such, the University will pay reasonable interview expenses for external interview candidates.
- 1.2 The cost of attending an interview will be covered by the hiring department, who will pay any reasonable and necessary expenses, based on individual circumstances and in line with our principles on equality, diversity and inclusivity.
- 1.3 This guide details what interview expenses we will pay and how to claim for reimbursement of any such expenses.
- 1.4 For further information on this process, or to discuss travel or accommodation arrangements, please contact your designated Resourcing Adviser.

## 2. What you can claim

- 2.1 You are eligible to claim reasonable interview expenses when attending a job interview and having to travel in excess of a 25 mile radius of the interview location.
- 2.2 Help with travel costs incurred while attending job interviews may still be available through a limited fund which Jobcentre Plus advisers can access. The fund is discretionary and no one has an automatic right to help.
- 2.3 Please speak to your Jobcentre Plus adviser for more information about help available in your area.
- 2.4 You should find the least expensive form of transport and only claim necessary and reasonable expenses. This will normally be via public transport on the day of your interview, unless you are able to demonstrate that alternative arrangements are more cost effective.
- 2.5 We reserve the right to decline any expenses deemed to be unreasonable or those that are not supported by original receipts or other proof of purchase.
- 2.6 Where expenses are likely to be £150 or greater, you should seek authorisation (via your Resourcing Adviser responsible for the role) from the hiring School/Department prior to making any bookings.
- 2.7 **Public Transport**
  - 2.7.1 Costs of a standard class return fare to the University of Kent (or interview location). Where possible, off-peak travel should be always be booked.

## 2.8 Car

2.8.1 Claims for car mileage will be reimbursed at a rate of 25p per mile.

2.8.2 Travel by hire car is only acceptable if the cost incurred would be cheaper than travelling by public transport. This is subject to approval in advance by the designated Resourcing Adviser upon the presentation of evidence relating to costs.

## 2.9 Flights

2.9.1 Standard/economy fare flights from inside/outside the UK, where applicable, will be covered. You should source the best value flight possible and same-day flights should be booked, wherever possible, to minimise the need for overnight stays.

2.9.2 For flights **within Europe**, the University will normally reimburse up to £250.

2.9.3 For flights **from outside of Europe**, the University will normally reimburse up to £500.

2.9.4 The hiring School/Department may use their discretion to reimburse flight costs which are higher than those stated in this policy (for example those based on individual circumstances and in line with our principles on equality, diversity and inclusivity). This will only be agreed in consultation with your designated Resourcing Adviser and in advance of a ticket being purchased.

2.9.5 Before you book a flight, we advise you to check with your designated Resourcing Adviser first to ensure that the cost is reasonable and can be reimbursed by the hiring School/Department.

## 2.10 Accommodation and subsistence

2.10.1 If overnight accommodation is **necessary**, you should discuss your requirements with your designated Resourcing Adviser prior to booking. Your Resourcing Adviser can also provide a list of places to stay within the area of your interview location.

2.10.2 In most instances overnight accommodation will only be agreed for one nights' accommodation, unless your individual interview requirements require longer.

2.10.3 For one nights' bed and breakfast, the University will normally reimburse up to £75.

2.10.4 Where subsistence is required, the University will only cover the cost of meals when you have to stay overnight. Claims can only be made to a maximum of £25 per day.

2.11 Any additional expenses (e.g. newspapers, telephone calls) will not be reimbursed.

### 3. How to claim

3.1 You are required to pay for any expenses incurred at the time of purchase. Where you may need overnight accommodation or may incur expenses over and above those laid out in this guide, you should contact your designated Resourcing Adviser (as detailed in your Invitation to Interview) **prior** to making any arrangements.

3.2 Once you have attended your interview, you can submit a claim form (for reimbursement), **within one month of your interview date**. A copy of the Claim Form will be sent to you with this Guide.

3.3 Forward your completed form, along with all relevant receipts/proof of purchase, directly to the hiring department. Your Invitation to Interview will detail a contact name and address for this purpose.

3.4 Once the hiring department has received your request, they will check the claims are in line with our Interview Expenses Policy and forward the documentation to the University Payment Office, where it will be processed for payment.

3.5 Payments made in Sterling will be paid by bank transfer if you have provided full bank account details on your claim form.

3.6 Payments made in foreign currencies will be made by bank transfer and currencies will be calculated using the exchange rate in place on the day the claim is processed for payment, if you have provided full bank account details on your claim form.

3.7 The University will not reimburse any expenses incurred by friends or family who may accompany candidates to interview (e.g. childcare, accommodation costs), unless agreed in advanced and based on individual circumstances and in line with our principles on Equality, Diversity and Inclusivity.

3.8 The University reserves the right to refuse any claim for expenses which is deemed unreasonable or inappropriate. Any decision will be taken by the hiring department in conjunction with advice given from your Resourcing Adviser.

3.9 The University of Kent reserves the right not to refund expenses if you are offered an appointment and subsequently reject it.