

Information for candidates

Invited To Interview



*Dr Karen Johnson,
Professor in Environmental Engineering*

Congratulations on your invitation to interview for a post at Durham University.

Please confirm that you'll be attending your interview with us as soon as possible.

We've put together some information that we hope you'll find useful when making your travel arrangements. If there's anything else you need to know, please get in touch with your department contact or e.recruitment@durham.ac.uk

Please note that (unless specifically otherwise informed) all candidates are responsible for booking any travel and/or accommodation and for requesting reimbursement from the University as outlined below.

We recommend that you check the expenses guidance enclosed before you incur any costs. If you are unsure about expenses and bookings please get in touch with your department contact or e.recruitment@durham.ac.uk

Getting to Durham

Whether it's most convenient for you to come by train, plane or car, the University is conveniently situated next to major travel routes and amenities.

By train

Durham is on the East Coast Mainline, one of the UK's major rail lines. We're well serviced by high speed trains, with journey times of under 3 hours from London King's Cross, 2.5 hours from Manchester, 1.5 hours from Edinburgh, 45 minutes from York and 16 minutes from Newcastle.

When you arrive at Durham station, there are normally plenty of taxis outside. If you'd prefer to pre-book a taxi (including vehicles with disabled/wheelchair access) you could try:

JD's Taxis +44 (0)191 378 2555
Paddy's Taxis +44 (0)191 386 6662
Sherburn Taxis +44 (0)191 372 3388

Alternatively you can walk from the train station to the city centre (about 15 minutes) and/or to the University (up to 30 minutes, depending on which part of the University you're going to) - although please note that Durham is quite hilly.

You can take a look at this interactive map of the university to help you find your interview location.

durham.ac.uk/map

By car

Durham is only 2 miles from the A1(M). Leave the A1(M) at Junction 62 and follow the A690 signposted - Durham City Centre.

If you'd like to park at the University, we'll need to arrange a parking permit for you. Please email e.recruitment@durham.ac.uk at least a week before your interview and let us know which vacancy you're applying for, the date you'll require parking and your car registration. We'll let you know where to pick up your parking permit.

Alternatively you can park in Durham city centre (mainly parking meters), or Durham County Council operates a Park and Ride Scheme with large car parks adjacent to 3 major routes into the city and direct buses every 10 minutes from the car parks to the city centre.

durham.gov.uk/parkandride

By plane

Durham is about 40 minutes' drive from 2 international airports - Newcastle Airport and Durham Tees Valley - both of which have regular international and domestic flights (Newcastle being the bigger of the two).

newcastleairport.com
durhamteesvalleyairport.com

If you're flying into Newcastle there's a Metro train link directly to Newcastle Central Station, where you can catch a train to Durham.

We suggest travelling to Durham by train from any other UK airport such as Heathrow, Gatwick or Manchester (alternatively, we'll reimburse an internal flight if that's cheaper).

We'll only reimburse the cost of a taxi from Newcastle or Durham Tees Valley airports.



If you need to stay

If your visit to Durham requires an overnight stay (or 2 nights if this is necessary) we'll reimburse you for your accommodation. We ask that you arrange your own accommodation, and we'll reimburse the cost in accordance with the information provided below.

We're keen that you have the opportunity to experience our University community. So we ask that, availability allowing, you stay in guest accommodation in one of our 17 colleges (which includes ensuite facilities and state rooms at Durham Castle).

For more information and bookings please contact our colleagues at Event Durham email event@durham.ac.uk or telephone on +44 (0)800 289970.

If you can't secure suitable accommodation at the University, we suggest the following local hotels:

Durham Travelodge

Budget hotel, within 10 minutes' walking distance of Durham City Centre, and 20 minutes' walk to Durham train station. [Click here.](#)

Premier Inn Durham

Modern budget style hotel, centrally located, close to Walkergate, a hub of restaurants and the Gala Theatre. [Click here.](#)

The Victoria Inn

Family-run, Victorian public house with a friendly atmosphere offering reasonably priced, good quality ensuite accommodation. Less than 5 minutes' walk to the Mountjoy site. [Click here.](#)

The University has local negotiated rates (subject to availability) with:

Durham Marriot Royal County Hotel

To book a stay at the Marriot, simply [click here](#), which takes you to their online reservation tool Marriot online reservation tool.

Hotel Indigo

To book a stay at Hotel Indigo Durham, simply [click here](#) to access their online reservation tool.

Durham Radisson

To check availability and to book contact the hotel direct:

Tel: +44 (0)191 3727200

Email: reservations.durham@radissonblu.com

Please quote Durham University when booking and take along confirmation of your interview letter/e-mail as reception will require this upon check-in to honour the rate.



Specific arrangements

If you require any specific arrangements during your stay in Durham - for example this may be related to a disability, dietary requirements or religious observance - then please contact us on e.recruitment@durham.ac.uk to let us know.

What to bring

Please bring the originals and, if possible, a photocopy of the following documents when you come for your interview.

Your passport
Your qualifications

University wi-fi

Wi-Fi is available throughout the University. You can register by creating an account at TheCloud@durham.ac.uk or download the app from the App Store or Google Play using the link service.thecloud.net/service-platform

The University is not affiliated to any third party providers (such as hotels and taxi companies). We therefore cannot be responsible for any services which they provide.

Interview expenses

We ask that you arrange and pay for any travel and accommodation in the first instance (unless you are informed that the Department are making arrangements for you).

As long as your expenses are supported by a receipt/ticket, you've completed an Interview Expenses Claim Form and your claim is in accordance with the information below, we will reimburse your reasonable expenses.

If you're not sure about whether you'll be able to claim any expenses, please contact us before you confirm your bookings on e.recruitment@durham.ac.uk

Meals

We'll reimburse the cost of meals as detailed below, and only if you provide a receipt.

Breakfast

(if your journey begins before 7.30am)
Up to £6 per day

Lunch

Up to £8 per day

Dinner

(if you're in Durham or still travelling at 8.30pm)
Up to £17 per day

We don't reimburse any expenditure on alcohol, drinks not consumed with a meal, or ad-hoc snacks. Please note the maximum claim amount is £35 per 24 hours

Travel

As long as you're travelling from at least 30 miles away (a 60 mile round trip) we'll reimburse your reasonable travel costs to attend your interview or assessment.

This includes:

Flights

If you live outside the UK and need to fly to travel to your interview, then we'll reimburse the cost of your return international flights in economy class.

We ask that you ensure the flight is the most cost efficient and that, when you make your claim, you provide information on the cost effectiveness (such as a printout from the airline on the cost options available).

If you have any queries about flight costs, please contact us on e.recruitment@durham.ac.uk before you book.

Trains/Internal flights

We reimburse standard class train fares (or economy class domestic flights, if cheaper).

Driving

We reimburse mileage at 45p per mile, and will pay for parking in Durham if you provide your receipt/ticket (although if possible, please contact us to arrange a parking permit at the University - as outlined above).

We'll only pay for a hire car if the dates match with the time that you're in Durham. You may claim either the reasonable costs of a hire car and the petrol consumed for the journey (with a receipt for fuel) or the mileage - but not both.

Taxis

We'll cover the cost of taxis from local transport hubs such as Durham train station. Please ensure you get a receipt showing the pick-up and drop off points.

Other modes of transport

We'll reimburse any other reasonable transport costs such as trams or buses to airports.

Expenses that we don't reimburse:

- Travel insurance costs
- Courier charges
- Telephone charges
- Additional or excess baggage costs
- Internet connection costs
- Stationery/photocopying
- Alcohol
- Drinks which are not consumed with a meal
- Ad-hoc snacks
- Expenses which total less than £10
- Any other costs which are not reasonably incurred as part of your interview/assessment process.

Where candidates don't engage in the recruitment process appropriately, we reserve the right not to reimburse their expenses.

When to claim

We'd appreciate it if you could submit your expenses as soon as possible please. We may not reimburse any expenses that are submitted over 6 months after the date on the receipt.

We'll process your claim as quickly as possible, and aim to ensure that you receive payment within 6 weeks.

Interview claim form

Please complete and return to:

A copy of this form can also be found [here](#).

Postal address

HR Recruitment and Resourcing
Rowan House
Mountjoy Centre Stockton Road
Durham University
DH1 3LE

Email

e.recruitment@durham.ac.uk

Telephone

+44 (0) 191 334 6536

Candidate information	
Candidate Name	
Candidate Address	
Name of Bank	
Bank Address	
Account Number	
Sort Code	
IBAN No. (EU candidates only)	

Interview details	
Vacancy Reference No.	
Vacancy Title and Department	
Date of Interview	



<i>Expenditure</i>			
Expense	Amount £ . p	Please provide details	Receipt Provided (Y/N)
Travel			
Accommodation			
Subsistence			
Other Expenses			
Total Amount			
Signature		Date	

For University use only				
Certified for Payment				
Signature				
Date				
Invoice				
To be completed by the Finance Department	S/F	Creditor	Transaction number PR	
Cost Centre	Detail Code	Analysis	VAT Code	Value (excl. VAT) £ . p
Project	Project Analysis			

