Information for Candidates Invited to Interview

# Interview claim form

Please complete and return to:

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 6801



|  |
| --- |
| Candidate information |
| Candidate Name |  |
| Candidate Address |  |
| Name of Bank |  |
| Bank Address |  |
| Account Number |  |
| Sort Code |  |
| SWIFT Code. (if applicable) |  |
| IBAN No.(EU candidates only) |  |

|  |
| --- |
| Interview details |
| Vacancy ReferenceNo. |  |
| Vacancy Title and Department |  |
| Date of Interview |  |



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| --- |
| Expenditure |
| 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 |  |  |  |
|   |   |  |  |  |
|  |  |  |  |  |