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.r](mailto:e.recruitment@durham.ac.uk)[ecruitment@durham.ac.uk](mailto:ecruitment@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 Reference  No. |  |
| Vacancy Title and Department |  |
| Date of Interview |  |



|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |