Regulations for interview expenses

Interview Expenses
The following travel, accommodation and meal expenses will be reimbursed if you are required to travel from outside of Greater London (Greater London being the 32 Boroughs of London and the City of London) in order to attend a recruitment interview at the School, providing such expenses are deemed reasonable. Any costs or expenses that are not listed below will not be met by the School.

Reimbursements will only be made on submission of the original valid receipts (please note that a credit card payment slip is not a valid receipt) along with the claims form for interview expenses. Claims that are not supported by valid receipts will not be reimbursed.

Travel
If you are travelling from outside the Greater London Area you may claim standard class rail fares.

You may claim the cost of an economy domestic flight if your interview is one of the below “eligible roles” and your travelling distance is in excess of 300 miles. Candidates interviewing for other posts may not claim international travel fares, except in exceptional circumstances where written approval has been given by Human Resources prior to booking. Exceptionally, the School will consider meeting the cost of taxi fares or car parking fees; however, prior approval must be obtained from Human Resources at, hr.jobs@lse.ac.uk.

If your interview is for one of the below “eligible roles”, you may arrange your travel requirements through our travel supplier, Diversity Travel. Please email Diversity Travel at bay@diversitytravel.co.uk with the following information:

- Confirmation of your interview
- Dates you will need to travel in and out of central London
- If you require just transport or transport and accommodation
- If you will need to fly into London, you will also need to provide:
  - Your full name (as it appears on your passport)
  - Your date of birth
  - Your passport number
  - The country your passport was issued in
  - Your nationality

If travel arrangements are not arranged through Diversity Travel, then all claims for air fares must be accompanied by details of the most cost effective air fare, such as a print out of the flight options available from a travel agent or an airline website, so please retain this information at the time of booking.

The School is unable to apply for visas on behalf of interview candidates. For further information, and to check if you require a visa, please visit: https://www.gov.uk/check-uk-visa.

“Eligible roles”
- Assistant Professor, Associate Professor or Professor
- Assistant Professorial Research Fellow, Associate Professorial Research Fellow of Professorial Research Fellow
- Assistant Professorial Lecturer, Associate Professorial Lecturer, Professorial Lecturer
- Research Fellow or Research Officer
- LSE Fellow or Course Tutor

Accommodation and Meals
If it is necessary for you to spend more than one day away from home, then you may claim for Bed and Breakfast for a maximum of three nights in a hotel. For the “eligible roles”, the School will refund up to £200 per night towards the cost of accommodation and meals on submission of receipts. You can arrange your accommodation by sending your interview confirmation to Diversity Travel at, bay@diversitytravel.co.uk. For professional services posts graded 1-7, the School will not refund the cost of overnight accommodation and
meals, except in exceptional circumstances where written approval has been given by Human Resources prior to booking, at hr.jobs@lse.ac.uk.

Candidates who need to spend more than 12 hours away from home, but do not need an overnight stay, may claim up to £50 per day for meals on submission of original receipts.

If your costs are more than the above allowances, you will only be reimbursed to the maximum level.

Claims Procedure
Please provide Human Resources with the below form signed and dated, with receipts attached. This may be done on the day of the interview or shortly afterwards by email to humanresources@lse.ac.uk. The School will not reimburse expenditure where there is no supporting receipt.

You should list all expenses in the currency in which the cost was incurred, and identify the relevant currency on the claim form. Please clearly state whether you wish to be reimbursed in Pounds Sterling or in another currency. All currency conversions will be carried out by the School on the date the claim is processed by Human Resources using the conversion rate quoted on that day by www.xe.com. In addition, please state whether you wish to receive a cheque or would prefer payment to be made directly into a bank/building society account (please give full account details). Please note that payment by cheque can only be made in Pounds Sterling, Euros and US Dollars. Payment in all other currencies must be made by bank transfer.

Time Guide for Processing Claims
Expenses claims in Pounds Sterling will normally be processed and paid within 4-5 weeks of Human Resources receiving the completed claims form and receipts. Where payment by cheque has been requested, please allow extra time for the postal delivery of the cheque.
Expenses claims in all other currencies will normally be processed and paid within 5-6 weeks of Human Resources receiving the completed claim form. Please allow extra time for the postal delivery of a cheque or for the remittance of funds to non-UK bank accounts.
Incomplete forms, or the failure to provide the requested receipts, may delay the processing of your claim. If you have an enquiry about a claim that you have submitted please email humanresources@lse.ac.uk.

General Information
We are unable to make travel arrangements on your behalf. Visa expenses, photocopy expenses, courier charges, postage and telephone call expenses will not be reimbursed.
If you have a disability and you require special travel arrangements please contact Human Resources at, hr.jobs@lse.ac.uk or 020 7955 6659.
Claims form for interview expenses

Please submit your claims form, with receipts attached, to humanresources@lse.ac.uk.

1. Personal details

Surname: 
Forename(s): 
Title: Mr/Ms/Miss/Mrs/Dr/Prof/Other (please specify)

Address:

Country:
Post code/Zip code:

Please supply a telephone number and email address so that we may contact you if we have any queries about your claim

Email: 
Telephone number: (including international dialing code for non UK numbers)

2. Post details

Post applied for: 
Department: 
Date of interview: 

3. Details of expenses incurred (receipts must be attached and any relevant correspondence with LSE HR concerning prior approval of expenses incurred)

Economy return air fare:
From: To: 
State the currency the flight was paid in: 

Second class return rail fare:
From: To: 

Bus/Underground fares:
From: To: £
From: To: £
From: To: £

Accommodation & meals:
Where you have booked your own accommodation: £

I confirm that I have incurred the above expenses:

Total of expenses incurred in pounds sterling: £
Total of expenses incurred in other currencies: Currency: 
Signed: Date:

Regulations for Expenses and Claims form for candidates. Updated 13/06/17
Please state the currency you wish your total expenses to be paid in:

<table>
<thead>
<tr>
<th>Bank details:</th>
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<tbody>
<tr>
<td>Name and title of account holder:</td>
<td></td>
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<tr>
<td>Address of bank branch:</td>
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<tr>
<td>Bank details:</td>
<td>Sortcode:</td>
</tr>
<tr>
<td>SWIFT code and IBAN for non-UK accounts:</td>
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</tbody>
</table>

Please tick one of the following:
- Cheque (for payment in £s, Euros and US$)
- Bank transfer (for payments in any currency)

LSE USE ONLY. Claim approval date: