

# REGULATIONS FOR INTERVIEW EXPENSES

## CLAIMS PROCEDURE:

Please provide Human Resources with the below form signed and dated, with receipts attached, and with a copy of the email inviting you to interview. Without all three documents, we will be unable to refund your claim.

Claim requests may be made on the day of the interview or, shortly afterwards (and no more than two months after the interview date) by email to [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk). The School will not reimburse expenditure where there is no supporting receipt, claims form and proof of interview invitation.

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](http://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.

## 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 and that full copies of original receipts are provided.

Where full and original receipts are not provided, the School will not cover the cost.

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 Greater London you may claim standard class rail fares. In order to claim, you are required to provide all full and original receipts. Bookings should be made in accordance with the time of the interview slot and you will be required to evidence this. Taxi fares and car parking fees will not be covered.

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.

All flights must be booked using the School’s travel supplier, Corporate Traveller.

Please email Corporate Traveller at [lsetravel@corptraveler.co.uk](mailto:lsetravel@corptraveler.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 where your passport was issued
  - Your nationality

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>.

## ACCOMMODATION AND MEALS:

For the “eligible roles”, the School will refund up to £250 per night towards the cost of accommodation and meals for the individual invited to interview, on submission of receipts.

You can arrange your accommodation by sending your interview confirmation to Corporate Traveller at, [lsetravel@corptraveller.co.uk](mailto:lsetravel@corptraveller.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 [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk) If it is necessary for you to spend more than one day away from home, then you may claim for Bed and Breakfast. You will need to provide proof of your invitation to interview specifying that you are required to spend more than one day away from home in order to be reimbursed for this.

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. Candidates for whom it is necessary to spend more than one day away from home may claim for Bed and Breakfast for a maximum of three nights in a hotel. For all claims, you will need to provide proof of your invitation to interview specifying these requirements in order to be reimbursed.

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

## “ELIGIBLE ROLES”:

- Assistant Professor, Associate Professor or Professor
- Assistant Professorial Research Fellow, Associate Professorial Research Fellow or Professorial Research Fellow
- Assistant Professorial Lecturer, Associate Professorial Lecturer, Professorial Lecturer
- Research Fellow or Research Officer
- Policy Fellow, Senior Policy Fellow, Distinguished Policy Fellow
- LSE Fellow or Course Tutor



#### 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](mailto: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](mailto:hr.jobs@lse.ac.uk).



### INTERVIEW EXPENSES CLAIM FORM

Please submit your claims form, with receipts attached, to [humanresources@lse.ac.uk](mailto: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: <input type="text"/>	To: <input type="text"/>	£ <input type="text"/>	<input type="text"/>
From: <input type="text"/>	To: <input type="text"/>	£ <input type="text"/>	<input type="text"/>
From: <input type="text"/>	To: <input type="text"/>	£ <input type="text"/>	<input type="text"/>

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:

