



Expenses Policy for Job Candidates Payment of Expenses

1. General Advice for Job Candidates

Please note that candidates travelling within a 40 mile radius of the University of Sheffield will **not** be eligible to claim expenses to attend selection events. To calculate a 40 mile radius (Distance as the Crow Flies) from the University's central postcode, S10 2TN, please use the following link: www.freemaptools.com/distance-between-uk-postcodes.htm

Where a candidate is attending a selection event and is travelling from outside a 40 mile radius of the University of Sheffield, the following reasonable expenses will normally be reimbursed:

A. Travel

All travel to attend selection events must be made by the most economical method available.

Standard Class Rail Fares - Candidates are asked to take advantage of discounted rail fares, which requires bookings to be made at least 7 days in advance of travel.

Car Mileage Claims - Car mileage will normally be reimbursed to the equivalent value of a standard class rail fare.

Public Transport - Candidates are encouraged to use the Stagecoach Supertram service, which runs directly from Sheffield Railway Station to the main University Campus. <http://www.shef.ac.uk/visitors/mapsandtravel>.

Taxi Fares – Due to the direct Stagecoach Supertram service between the main University campus and the railway station, taxi fares will be reimbursed at the equivalent public transport rate. Taxi fares may be reimbursed for candidates travelling to a part of campus outside of a reasonable distance from public transportation or in mitigating circumstances.

Economy Class Air Fares - Air travel and fares should be agreed in advance with the recruiting department.

B. Subsistence

Subsistence will only be reimbursed for candidates who require overnight accommodation in order to attend the selection process. In such cases, subsistence will be paid at the following maximum rates: £5 for breakfast and £15 for evening meal.

C. Overnight Accommodation

Candidates who require overnight accommodation must request authorisation from the recruiting department, in advance of making any reservation. The University will reimburse approved accommodation costs up to £55 per night. Any subsequent costs incurred, e.g. room service, telephone calls or bar bills, will be met by the candidate (please request that these are invoiced separately).



2. Claiming Expenses

In advance or at the selection event, candidates will be provided with a claims form (FIN/EXP/NON STAFF – JAN 13) for any expenses incurred. The following action is essential to allow your claim to be processed effectively:

- Quote the job reference number on the claim form.
- Provide your full name and contact address.
- Provide evidence of expenses incurred and receipts (original documents required) for every item of expenditure being claimed on the form. Without this documentation your claim can not be processed.
- Provide full bank details, to help us process your claim as quickly as possible (if you do not wish to provide this information, a cheque will be sent to the contact address provided).
- Claim forms, including all original receipts, should be returned to **Human Resources, University of Sheffield, Firth Court, Western Bank, Sheffield, S10 2TN** promptly after the selection event.

3. Payment of Expenses

Payments made in sterling will normally be paid by bank transfer (if full bank details are provided), or a cheque from the Department of Finance, which will be sent to the address provided on the claims form.

Payments made in foreign currencies will be calculated on the exchange rate in place on the day that the claim is processed and will normally be made by bank transfer; therefore bank account details will be required.

4. Disclaimer

The University of Sheffield reserves the right to decline payment of expenses to a candidate who, without reasonable grounds, either withdraws from the selection process at short notice or declines an offer of appointment.

The University of Sheffield reserves the right to decline payment, either in part or in full, of any expense item which is considered to be unreasonable or excessive.