



## BRASENOSE COLLEGE

### POLICY FOR PAYMENT OF RECRUITMENT INTERVIEW EXPENSES

#### GUIDANCE FOR INTERVIEW CANDIDATES

**Agreed by Governing Body December 2014**

**Eligibility:** candidates based outside a 25-mile radius of Oxford are welcome to apply for reimbursement of their interview expenses, as detailed below. For candidates coming from abroad, only costs incurred between the port of entry to the UK and Oxford will be covered.

**Travel:** candidates are expected to take the most economical method of transport. Where candidates choose to take an alternative method of transport, they will be reimbursed at the equivalent cost of the cheapest method. Costs will be reimbursed as follows:

- Rail and bus: fares will be reimbursed at the equivalent of 2nd class or economy rate.
- Car: mileage will be paid, at the rate of 40p per mile via the shortest route, only where public transport is not feasible.
- Economy airfares within the UK will be covered if this is the most economical means of transport.
- Taxi fares will only be covered where there is no cheaper method of transport available.

**Accommodation and Sustenance:** a contribution of £60 will be made to overnight accommodation costs and £20 towards an evening meal, where the interview schedule necessitates an overnight stay.

**Reimbursement:** claims for reimbursement should be made on the expenses claim form that will be sent to those candidates who meet this criteria and returned, along with original receipts for each part of the claim, to the Academic Administrator. Claims not accompanied by relevant original receipts will not be paid.

If you have any questions regarding interview expenses, please contact the Academic Administrator.

**For academic appointments: Contact Academic Administrator:** Henry Jestico  
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**For support staff appointments: Contact PA to the Bursar:** Marie Murphy.  
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