

3 July 2014

# INTERVIEW INFORMATION SHEET

## **REIMBURSEMENT OF REASONABLE TRAVEL EXPENSES AND ANY SPECIAL REQUIREMENTS**

On the day of your interview, the Human Resources (HR) office can provide an interview expense form for completion, if requested (a form is also included with your invite letter). Reimbursement of travel expenses under these guidelines is normally from UK destinations only and by standard-class rail fare, private car or bus fare, whichever is applicable. Mileage allowance is payable at either 25p per mile or the equivalent standard-class rail fare, whichever is the lower cost.

If you are intending to drive to the University of Bolton, please use the public parking facilities near to the appropriate campus, as indicated in the "Visitors Guide".

Please note that same-day reimbursement for small amounts may be possible, provided the completed expenses form is approved by a HR representative and handed in to HR on the day of interview. The HR office is located on Deane Campus (Eagle), room Z3-46, Services & Administration Centre.

If you have a disability that requires any special arrangements for interview, please inform HR when you confirm your attendance at interview.