

<i>System Reference Number Generated</i>	
System Ref:	



## HR Expenses

<b>To:</b>	Human Resources, University of Aberdeen, King's College, Aberdeen AB24 3FX
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This form to be used for: Interview Expenses
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<b>Department:</b>		<b>Post Ref No.</b>	
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<b>Supplier No.:</b>	
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<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

<b>Email Address</b>	
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Description of Expenditure:	Amount	Currency:	for office use only		
			Nominal	B Holder	Activity
(see notes over leaf)	<b>Amount Claimed</b>				

Should the expenditure be in more than one currency, payment will be made in the currency where your bank is located.  
In that case the University will convert and insert the total to be paid

<b>Bank Name:</b>	
<b>Bank Address:</b>	
<b>Postcode:</b>	

<b>Bank Account Number: UK Banks</b>	
<b>Bank Sorting Code:</b>	

<b>Bank IBAN number: Overseas Banks</b>	
<b>BIC or Swift code</b>	

<b>Declaration</b>	
I certify the above noted expenses claimed have been actually incurred by me.	
Signature	
Date	

<b>Authorised by Human Resources Officer:</b>	
Signed:	
(please print):	
Date:	

**PLEASE COMPLETE AND SUBMIT WITHIN SEVEN DAYS OF INTERVIEW TO  
Human Resources, University of Aberdeen, King's College, Aberdeen AB24 3FX**

*Please Note:* ORIGINAL RECEIPTS ARE REQUIRED FOR EACH ITEM CLAIMED

<b>Fares</b>	Standard return rail fares, with sleeper supplements where necessary, will be reimbursed. The University will reimburse the equivalent of these costs to anyone who decides to fly and to pay the excess fare themselves. For those outside the mainland, the cost of standard return air fares will be reimbursed. Rail and air fares in excess of the standard fare will <b>not</b> normally be reimbursed. If in doubt, please contact Human Resources to seek approval for both airfare and rail fares <b>before</b> booking the ticket.		
<b>Travel by Car</b>	Where travel is by car, reimbursement is made at the equivalent standard return rail fare for the journey. Where no equivalent standard class rail fare exists, the cost of petrol will be reimbursed.		
<b>Meals</b>	Up to £7 for lunch and £13 for Dinner will be reimbursed. No reimbursement can be made for alcoholic beverages.		
<b>Accommodation</b>	The University will pay for your accommodation and meals. Any additional items such as alcoholic beverages or telephone calls should be paid for on or before departure. A list of Hotels & Guest Houses is given for your information. Please contact Human Resources on (01224) 273500 if you are experiencing any difficulties.		
	<b>Guest Houses</b>		
	Alba Guest House 444 King Street Aberdeen Tel: 01224 625444	Brentwood Villa Guest House 560 King Street Aberdeen Tel: 01224 480633	Jays Guest House 422 King Street Aberdeen Tel: 01224 638295
	Arkaig Guest House 43 Powis Terrace Aberdeen Tel: 01224 638872 <a href="http://www.arkaig.co.uk">www.arkaig.co.uk</a>	Ashgrove Guest House 34 Ashgrove Road Aberdeen Tel: 01224 484861	Lillian Cottage 442 King Street Aberdeen Tel: 0845 4786893 <a href="http://www.lilliancottage.com">www.lilliancottage.com</a>
	<b>Hotels</b>		
	Aberdeen Douglas Hotel 43-45 Market Street Aberdeen Tel: 01224 582255 <a href="http://www.aberdeendouglas.com">www.aberdeendouglas.com</a>	Aberdeen Northern Hotel 1 Great Northern Road Aberdeen Tel: 01223 483342 <a href="http://www.aberdeennorthernhotel.com">www.aberdeennorthernhotel.com</a>	Summerhill Hotel Summerhill Court Aberdeen Tel: 01224 315100
	Premier Travel Inn West North Street Aberdeen Tel: 0870 9906300	Travelodge 9 Bridge Street Aberdeen Tel: 0870 0850950	The Brentwood Hotel 101 Crown Street Aberdeen Tel: 01224 595440 <a href="http://www.brentwood-hotel.co.uk">www.brentwood-hotel.co.uk</a>
	Ferry Hotel 5, Palmerston Road Aberdeen Tel: 01224 590972	Ferryhill House Hotel 169, Bon Accord Street Aberdeen Tel: 01224 590867 <a href="http://www.ferryhillhousehotel.co.uk">www.ferryhillhousehotel.co.uk</a>	Highland Hotel 93-95 Crown Street Aberdeen Tel: 01224 583685

Please note that further Guest House information can be obtained from :

Tourist Information Centre      Tel 0845 225 5121  
23 Union Street                      [www.agtb.org/aberdeen-hotels.htm](http://www.agtb.org/aberdeen-hotels.htm)  
Aberdeen