



**University College Dublin  
UCD Human Resources  
Recruitment Expense Claim Form**

<b>Job Reference No:</b>	<b>Post Title:</b>	<b>School/Unit:</b>
<b>External Assessor:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Name:</b>	<b>Postal Address:</b>	<b>Interview Date:</b>

Departure Date:	Arrival Date:	Travel Details	Travel	Vouched Meal & Accommodation	Total Amount	FOR OFFICE USE ONLY
			Please specify currency			<b>Expenses</b>
						Travel:
						Vouched Meal & Accommodation:
						<b>TOTAL:</b>
						Requested by (HR):

Due to the date and time of interview, it was necessary for my travel arrangements to incorporate an overnight stay of \_\_\_ night(s) in Dublin.

**Claimants Signature:**

**Date:**

Please complete and return this form, attached with **all** receipts to UCD HR, 3rd Floor Roebuck Offices, Belfield, Dublin 4. No expenses will be paid without proof of purchase.

- The University will cover travel expenses (economy class only) along with vouched expenses for accommodation and meal costs up to €108.99 per day of up to a **maximum** of two overnights stay in Dublin (receipts required for all expenses).
- If no overnight stay required, a one day limit of €33.61 and a half-day rate of €13.71 will be applied for vouched meal expenses (receipts required).
- General mileage claims will not be paid.

Please see <http://www.ucd.ie/hr/recruitment/recruitmentexpenses/> for further details and FAQs.

Date:
Date claim sent to the Bursar's Office:
<b>Bank Details</b>
Account Name: _____
Account No: _____
Sort Code: _____
BIC/IBAN Codes <i>(where relevant)</i> : _____