

Fairgrove Partners Interview Travel Expenses Reimbursement Form

1. Contact Details

First Name	
Last Name	
Address Line 1	
Address Line 2	
Address Line 3	
Town	
Country	
Postcode	
Mobile	
Email	

2. Travel Details

Interview Date	
Travel Method	
Total Miles (if driving)	
Total Amount Claimed	

3. Bank Details

Bank Name	
Bank Address Line 1	
Bank Address Line 2	
Bank Address Line 3	
Town	
Country	
Postcode	
Sort Code	
Account Number	
<i>BIC/IBAN Code*</i>	
<i>SWIFT Number*</i>	

* only required for international payment

NOTE:

1. We will reimburse reasonable travel expenses up to a maximum of £100 provided that your claim is submitted within 3 months of the date you attend your interview.
2. If your expenses are likely to exceed £100, please contact the recruitment team before you make any travel arrangements.
3. Please note that we will only reimburse economy fares.
4. Driving costs will be reimbursed at a rate of £0.30/mile to cover fuel cost.
5. Only required for international payment.