

For the attention of candidates invited for interview at Loughborough University

PLEASE READ CAREFULLY

Accommodation

Overnight accommodation can be arranged for you on or close to the campus on the evening before your interview. The University will cover the cost of evening dinner, bed and breakfast but not of any sundry items. Any charges for these must be settled by a candidate prior to leaving Loughborough. **Accommodation must be pre-booked by Human Resources and, if you require this, please contact the Recruitment team member at the bottom of your interview invite as soon as possible.** Details, including confirmation, will then be sent to you (normally by email). **If you are unsure if you are eligible for accommodation please contact the recruitment team.**

Travelling Expenses

Travelling expenses will not be paid for return journeys of less than 20 miles. A claims form (E2) should be fully completed, and receipts for all items (but not credit card receipts) should be obtained and attached in accordance with the instructions (no staples). We are unable to process any claims where receipts have not been provided. **Please note that we will not refund travel expenses if you decline an offer of employment.** Please see link on the interview invite email for a copy of the claim form (E2 expense form, non staff).

Completed claims forms, along with receipts should be to be returned to:

**Recruitment Team
Human Resources
Rutland Building
Loughborough University
Loughborough
Leicestershire
LE11 3TU**

All queries regarding expenses should be directed to the HR Recruitment Team by telephone 01509 222169 or by email hr@lboro.ac.uk

Air Travel

Candidates living outside the UK will be reimbursed for economy class air travel from their nearest departure point to East Midlands Airport (<http://www.eastmidlandsairport.com/cms/1/home.html>). As East Midlands Airport is only eight miles away from campus, you are advised to take a taxi. However, it is recognised that those travelling within the UK may find that some budget airlines also provide the most economical means of transport.

Rail Travel

For those travelling by rail, we will refund second class fare and other reasonable out-of-pocket expenses (for example, necessary meals taken on the train). As Loughborough Station is two miles from the campus, you are advised to take a taxi. Alternatively, there is a shuttle bus service from the Station to the University.

Car Travel

If you travel by road, we will either refund mileage at 25 pence per mile or the equivalent rail fare depending on which is the most economical. You should therefore quote this figure on your claim form. On arrival at the University, please use the main entrance on Epinal Way (East entrance) or Ashby Road (West entrance) see campus map on the link below.

You will be issued with a visitor's

pass by Security at the Gatehouse, please allow sufficient time for parking.

<http://maps.lboro.ac.uk/>.