



# Interview Expenses

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem.

## 2.14 Interview Expenses

Reasonable expenses for attendance at interview will be paid to both Board members and candidates, governed by the following regulations:

### 1. Board Members

#### 1.1 Travel

Travelling expenses based on public transport rates or the normal University mileage allowance will be paid.

#### 1.2 Accommodation

Where an overnight stay is required, accommodation will be arranged by the Personnel Office and paid for by the University.

### 2. Candidates

#### 2.1 Travel

Candidates travelling from within Ireland will be reimbursed for the cost of train or bus transport only. A mileage allowance will not be paid. Candidates travelling from Britain will be reimbursed for the cost of flight, boat and train travel. Candidates travelling from mainland Europe, while being asked to avail of the most inexpensive fares available, will have the cost of air travel reimbursed. Candidates invited to interview from non-European countries will have a range of options as follows:

- Candidates who are selected for appointment and who take up appointment will have expenses fully reimbursed;
- Candidates who are selected for appointment and who do not take up appointment will not receive any expenses payment;
- Candidates not selected for appointment will receive half payment of expenses.



## 2.2 Accommodation

Candidates for whom it is necessary to stay overnight will have hotel accommodation arranged and paid for by the University. Candidates who arrange their own accommodation will have their expenses reimbursed to a maximum, equivalent to the cost of the University arranged accommodation.

## 3. Receipts

Receipts for expenses claimed should be attached to the University claim form, which can be obtained from the Human Resources Office.

*Last Revision 17-DEC-09*

Document Name	Interview Expenses	
Version Reference	1.0	
Document Owner	Human Resources Office	
Approved by	DCU Executive	
Date	17th December 2009	