Notes for candidates

Interview instructions, general information and claiming expenses

Please read the following information before attending an interview at the University of Essex.

Interview instructions and campus information:

Colchester Campus

- University of Essex, Wivenhoe Park, Colchester, Essex CO4 3SQ, UK
  Telephone contact: +44 (0)1206 3521 or +44 (0)1206 874693

- Unless other arrangements have been given in your Invitation to Interview email, please report to Visitor Reception, located in the Silberrad Student Centre on Square 5, approximately 10 minutes before your interview time. If you are travelling by car you should park in the Visitors Car Park. Please note that the machines in the car park take coins, notes and debit/credit cards. If traveling by taxi, ask to be set down at the Visitor Car Park from where it is a short walk.

Travel information and a map of the campus can be found by using the following link:
http://www.essex.ac.uk/about/colchester/maps.aspx

Southend Campus

- University of Essex Southend Campus, Elmer Approach, Southend-on-Sea, Essex SS1 1LW, UK
  Telephone contact: +44 (0)1702 328200

- Approximately 10 minutes before your interview time please report to Reception. If travelling by car, there is a Pay & Display car park opposite the campus building. If arriving by train, the campus is a short walk from either Southend Victoria or Southend Central stations.

Travel information, maps and details of car parking etc can be found at:
http://www.essex.ac.uk/about/southend/maps.aspx

East 15 Acting School – Loughton Campus

- East 15 Acting School, Hatfields, Rectory Lane, Loughton, Essex IG10 3RY, UK
  Contact telephone: +44 (0)20 8508 5983

- Approximately 10 minutes before your interview time please go to the Reception. The campus is approximately 10 minutes walk from Debden station on the Central Line of London’s Underground system. If you are travelling by car, there is parking available at the site.

Travel information and a map can be found by using the following link:
http://www.essex.ac.uk/about/loughton/maps.aspx

Interview expenses:

If you live outside the Colchester/Southend/Loughton postcode areas the University will reimburse reasonable out of pocket expenses incurred in attending for interview. Both campuses at Colchester and Southend are short taxi rides away from the respective railway stations. East 15 is a short walk from Debden underground station.

If you are requesting reimbursement of interview expenses you should read all of the following information before travelling. Receipts must be produced in respect of all monies claimed. Please follow the guidance to help you complete the form, which can be found at the following link:

https://www1.essex.ac.uk/hr-jobpacks/admin-interview_docs/expenses_claim_form.pdf
Travel

- **Public Transport** - Actual expenditure on second-class rail, bus or coach fares will be reimbursed. Economy/Off-peak fares should be used where possible. If you live within 10 miles of the rail station from which you have travelled, car parking charges at the station may also be claimed.

- **Travelling by air**
  Exceptionally, and in approved cases, air fares at the cheapest rate (tourist or economy) will be reimbursed – if travelling by air you must confirm your anticipated costs with the Resourcing Team before booking.

  If you are travelling by air and are unable to find a public transport connection from the airport to the University campus at a suitable time, please contact the Resourcing Team for approval before booking alternative transportation.

- **Privately Owned vehicles** – approved rate 45p per mile. This rate is intended to cover reimbursement of all costs incurred, including any additional insurance. Car mileage may only be claimed where public transport was not available. Approval for reimbursement will only be given when one of the following reasons applies and is stated on the front of the expenses claim form.
  - Public transport was not available;
  - A significant saving of time could be warranted;
  - A significant financial saving can be made when compared to travelling by public transport.

- **Motorcycles, Scooters and Mopeds** - approved rate 24p per mile.
  Candidates who use their vehicles on journeys which could reasonably be undertaken by public transport are only entitled to reimbursement at the public transport rate.

Accommodation

In exceptional circumstances, overnight accommodation may be approved. Requests should be made to the Resourcing Team by email at resourcing@essex.ac.uk as early as possible so that we can discuss arrangements for you to stay locally. The University may cover the cost of bed and breakfast and will be invoiced directly. However, you will be required to pay on departure for all other items such as telephone calls, newspapers, evening meal and drinks/bar bills.

Subsistence

Please note the University will not reimburse claims for subsistence such as meals and drinks.

Receipts

With the exception of approved car mileage claims, receipts must be provided in support of all claims for reimbursement. Claims for sums which are not vouched may be deducted from the reimbursement total.

Payment of expenses

In order for us to refund the cost of your travel, please complete the claim form below and return it to us with original receipts. Please either scan in your form and receipts and email them to resourcing@essex.ac.uk or alternatively post your completed claims form to: Human Resources, Resourcing Team, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ.

Reimbursement

Reimbursement of your expenses will be paid by by electronic transfer into your bank account therefore please ensure you complete the following bank details form.
General information

- Unfortunately, for some externally funded posts we are unable to reimburse travel and accommodation expenses. In these circumstances it may be possible to offer an interview via Skype, telephone or video conference instead.

- Expenses claims may take between 2 - 4 weeks to be processed.

- The University reserve the right to only refund half the cost of your travel expenses should you be offered a post and subsequently decline the offer.

Campus Wi-Fi/Internet access

The University of Essex now has a fairly extensive wireless network covering all three campuses and most of the academic buildings. The IT Services website gives information about the types of service available and the areas covered by the wireless signals: http://www.essex.ac.uk/it/

Other services
There may, in certain selected areas, be publicly accessible wireless services (e.g. BT OpenZone: http://www.btopenzone.com/), which may be used appropriately.

Human Resources
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