**Fees and Associated Expenses Claim Form**

**Insert link to guidance notes on fee forms (need to create this) – needs to be on external website (high level process, what fee forms should be used for, include link to HMRC website)**

This form should be used for earned income and associated expenses and is to be used for occasional payments and **not** as a replacement for a contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 1 – Personal Information – TO BE COMPLETED BY THE CLAIMANT | | | |
| Guidance Notes:  Names must be precisely as shown on official document eg passport  You can find your personnel or student number on your payslip or smartcard  Giving a wrong date of birth may affect your entitlement to state benefits  You can find your NI number on payslips or other official documents eg Tax Credits  Please insert the bank account number which the fee is to be paid into | **Title:\_\_\_\_\_\_\_\_\_\_\_ First Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Middle Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Personnel Number / Student Number (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Birth: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_**  **Gender:** Male 🞏 Female 🞏  **National Insurance (NI) Number:­­** \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  If you have never had a National Insurance Number, tick here 🞏  If you have never had a National Insurance number you must contact your Jobcentre Plus office. The following link will help you through the application process <http://www.hmrc.gov.uk/ni/intro/number.htm>  **Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_**  **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Bank Account Number:**  \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  **Bank Account Sort Code:** \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_  **Are you eligible to work in the UK (see notes on Page 4)?** YES / NO (Delete as appropriate)  **If Yes:** Please attach documentary evidence (needs guidance)  If you have a Personnel Number or have previously been paid by Newcastle University, please move straight to Section 3. You do NOT need to complete Section 2 | | |
| Section 2 – Tax Form Declaration and Equal Opportunities Monitoring – TO BE COMPLETED BY THE CLAIMANT | | | |
| You only need to complete this section if this if the first time you have claimed a Fee from Newcastle University  Completing this section accurately will prevent tax deductions being made incorrectly.  This data is used solely for monitoring purposes  Please tick the most appropriate box to indicate your background | **Your present circumstances**  Read all the following statements carefully and tick **the one** box that applies to you:  🞏 This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension  🞏 This is now my only job, but since last 6 April **I have** had another job, or have received taxable  Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not  receive a state or occupational pension  🞏 I have another job or receive a state or occupational pension  **Student Loans (advanced in the UK)**  If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan  instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, **tick here 🞏**  *(Do* ***not*** *tick this box if you are repaying your UK Student Loan by agreement with the UK Student*  *Loans* *Company to make monthly payments through your bank or building society account.)*  **Equal Opportunities Monitoring**  What is your ETHNIC group?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | A White White  Gypsy or Traveller | **B Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background | | **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background | | | **D Black or Black British**  Caribbean  African  Any other Black background | **E Other ethnic group**  Chinese  Arab  Any other Ethnic background | | **If you have ticked an ‘Other’ box, please write in the details below:** | | | Information refused |  | |  | | | Do you have a disability? | Yes | No | | Information refused | | Add in disability choices here |  |  | |  | | | |
| Section 3 – Claim Details – TO BE COMPLETED BY THE CLAIMANT | | | |
| This information is required by HM Revenue & Customs  If you do not provide accurate and complete information your payment will not be processed.  Please enter a description of the activity undertaken and the fee claimed for each activity | **Dates worked From \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ To \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_**  **Total number of hours worked \_\_\_\_\_\_\_\_\_\_\_\_\_**  **If you do NOT expect to receive any further work with the University and require tax Form**  **P45, please tick box (this will mean you will be processed as a leaver and HMRC informed)**   |  |  |  |  | | --- | --- | --- | --- | | **Description of work undertaken** | | | | | **Wage Type Code** | **Activity Description** | **Please enter details of the work completed** | **Total Fee Claimed (£)** | | 6590 | Teaching Fee |  |  | | 6600 | Invigilator Fee (one-off not part of contract) |  |  | | 6610 | Research & Consultancy Fee |  |  | | 6580 | Other Fees (admin work, marking, anything not in the above) |  |  | | 6630 | Fees Non Tax/NI  (only for public performances/ lectures) |  |  | | **Total Fee Claimed** | | |  | | | |
| Please attach all original receipts (photocopies and credit card bills will not be accepted)  Fee payments, including travel expenses are subject to statutory deductions for Tax and National Insurance, as appropriate | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Expense Details** | | | | | | | | **Mileage** | | | **Other Expenses** | | | | | Date | Details of Journey | Miles | Date | Details | £ | p | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Total** |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | |  | **Total £** | |  | | | | |
| **Right to Work** | | |
| Please provide a copy of your current passport when returning this form to allow the academic unit/service to carry out the necessary Right to Work checks. Audit checks may be carried out by the Immigration authorities. Penalties or illegal working are severe for both the individual and the employer. The employer can be subject to criminal and civil prosecution in the form of fines and imprisonment. | | |
| **Pension – Auto enrolment** | | |
| Fee payments including travel expenses are subject to statutory deductions for Tax and National Insurance.  With effect from May 2013, if your earnings from the University reach the auto enrolment trigger, currently £787 in any one month (Tax Year 2013/14 rate) and you are aged 22 or over and under State Pension Age, you will become eligible for auto-enrolment into National Employment Savings Trust (NEST). You will be enrolled 3 months later, assuming you meet the age and earnings criteria in that month. Information about pensions auto-enrolment will be sent to your e-mail address if you have provided one, or to your postal address. The NEST website is [www.nestpensions.org.uk](http://www.nestpensions.org.uk) | | |
| **Payroll Deadline** | | |
| Academic/Service Unit must return the completed form to Payroll by 12th of the month (5th of the month for December) if payment is to be made at the end of the month otherwise payment cannot be made until the end of the following month.  **Note:** Deadlines are subject to change throughout the year, please see current payroll deadlines at http://www.ncl.ac.uk/hr/pay/payroll.php  **HMRC Guidance (check with Val if this still needs to be in)** | | |
| **DECLARATION BY CLAIMANT –**  I confirm all details have been completed, are accurate and acknowledge that failure to complete this information will result in payment not being processed.  Expenses claimed were incurred wholly, exclusively and necessarily in the performance of the work | | |
| **Claimant's Signature:** | | **Date:** |

|  |  |  |
| --- | --- | --- |
| Section 4 – Costing – TO BE COMPLETED BY THE ACADEMIC / SERVICE UNIT | | |
| Please ensure that expenses are listed separately by expense type so that Tax can be applied correctly  SOC/HEFCE Codes – use link [here](http://www.ncl.ac.uk/internal/finance/documents/FI004_notes.pdf) | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **An additional charge, which can be up to about 14% of the fee, will be made against the Cost centre/WBS element code in respect of Employer’s N.I. If the Employee is auto enrolled into a Pension Scheme the Employer contribution is 1% of qualifying earnings.** | | | | | | | | | | **SECTION 3 – FOR COMPLETION BY ACADEMIC/SERVICE UNIT** | | | | | | | **PAYROLL USE ONLY** | | |  | **Cost Centre**  **WBS Element** | | | **Amount**  **£ p** | | | **Wagetype** | **No. of Miles** | | Fee |  | | |  | |  |  |  | |  |  | | |  | |  |  |  | | Expenses |  | | |  | |  |  |  | | Travel |  | | |  | |  |  |  | | Accom |  | | |  | |  |  |  | | Subs |  | | |  | |  |  |  | | Other |  | | |  | |  |  |  | |  |  | | |  | |  |  |  | |  |  | | |  | |  |  |  | | Mileage |  | | |  | |  |  |  | | **Total** |  | | |  | |  |  |  | | **SOC Activity Code** | | **Imp** |  | | **Notes for completion of this Form FI004(02/2014) (PAE) are available at** [**http://www.ncl.ac.uk/internal/finance/sap/**](http://www.ncl.ac.uk/internal/finance/sap/) | | | | | **HEFCE Cost Centre Code** | |  |  | |   It is the responsibility of the Academic/Service Unit to ensure all details have been accurately recorded as per HMRC guidance on page 2 and documentary evidence retained. Payment will be withheld and the claim form returned if Section 1a – Data verified box has not been completed. | |
| **Contact Name for Queries:** | **Extension Number:** |

|  |  |  |
| --- | --- | --- |
| FOR COMPLETION BY THE ACADEMIC/SERVICE UNIT | | |
| Under the Immigration, Asylum and Nationality Act 2006 it is illegal to employ a person whose immigration status prevents them from working in this country. | I verify that the data provided is a correct reflection of details shown on official documentation: | |
| Name (please print) : |  |
| Signature: |  |
| If this section is not signed the payment cannot be processed and the form will be returned for completion.  To establish whether an individual is entitled to work in this country he or she will need to produce an original document from either List A or B available in the Prevention of Illegal Working document available at http://www.ncl.ac.uk/hr/recruitment/migrants.php (insert link to new HR guidance) | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 5 – FOR COMPLETION BY APPROVED AUTHORISING SIGNATORY | | | |
| I confirm that Payment and Entitlement to work is authorised, and that eligibility to work has been established (see notes on page 4). In addition, that expenses claimed comply with the Expenses Policy.  The authorised signatory certifies the payment is correct and evidence of entitlement to work has been produced. They also confirm they have –  • approved the expense in principle in advance of the expenditure being incurred;  • that the journeys and/or expenses were properly and necessarily incurred on behalf of the University, and that the allowances are properly payable by the University;  • checked the arithmetic accuracy of the claim, that the amounts claimed comply with the University rates, that the relevant receipts have been provided, and the claim is correctly coded;  • that adequate funding exists; and  • Checked the validity of the original eligibility documentation and the accuracy of the information in it, taken a copy and endorsed it with the statement “I certify that this is a copy of the original document which I have verified”, sign and date it, and retain this copy in the Unit. Audit checks may be carried out by the Immigration authorities. Penalties for illegal working can include criminal prosecution for the employer resulting in substantial fines and imprisonment. | | | |
| Signature: |  | Please Print Name |  |
| Academic/Service Unit: |  | Date: |  |
| VERIFYING SIGNATORY | | | |
| I confirm the Authorising Signatory is valid: | | | |
| Signature |  | **Please print name** |  |
| Date |  | | |