

Supplier ID[illegible]

## NOTES

**THIS FORM IS TO BE USED FOR 'EXPENSES-ONLY' CLAIMS AND SUBMITTED TO ACCOUNTS PAYABLE.**

**VISITORS' CLAIMS THAT INCLUDE FEES OR REMUNERATION MUST BE SUBMITTED TO THE PAYROLL OFFICE USING THE ELECTRONIC CASUAL PAYROLL CLAIM FORM AT:-**

<http://www.york.ac.uk/about/departments/support-and-admin/finance/receiving/casual-payroll-claims-process-and-help/>

### 1. PAYMENT OF EXPENSES

Payment will be made by BACS directly to the Bank/Building Society account supplied by the claimant.

### 2. AUTHORISATION

All claims must be signed by the claimant and authorised/checked by an authorised member of the Department in which the work was carried out

### 3. RECEIPTS

All claims must be supported by valid receipts as far as is practicable. [Excluding mileage]

### 4. TRAVEL

2nd class Rail or Bus fares will be paid. Travel by car will be at the University visitor mileage rate