DEPARTMENT FOR CONTINUING EDUCATION  
DAY & WEEKEND COURSES

***FEES & EXPENSES CLAIM FORM***

*This should be submitted with your Register and SA1 forms after the end of term, which will be used to calculate marking payments. Note that* ***NI number, date of birth and bank details*** *are mandatory: add them if they’re missing.* ***Add your bank details if you wish to be paid by BACS. Excepting car mileage, we will only pay expenses accompanied by receipts.***

«tutor\_name»

«line1»

«line2»

«line3»

«town»

«countystate»

«country»

«postcode»

*Preferred First Name:* «nickname»  
*Date of Birth (mandatory):* «birthdate» *Gender:* «gender»

***NI Number*** *(or for non-UK residents, nationality)****:***«nino»

***Appointment ID:*** «appointment\_id»

***PREFERRED PAYMENT METHOD***The University normally pays by BACS so please ensure your bank details are complete to facilitate prompt payment. Request for payment by cheque may incur up to a month’s processing delay.

***Bank Automated Credit*** 

*Bank Name:* «bankname»

*Bank Address: «branchaddress»*

*Sort Code:* «sortcode»

*Account Number:* «accountno»

*Account Name:* «accountname»

*IBAN:* «iban»

*SWIFT:* «swift»

***COURSE DETAILS***

***Accredited*** *(mark X if appropriate)* «accredited»

*Title* «title»

*Dates* «start\_date» – «end\_date»

*ID* «code»

***Claimant’s signature*** *(For expense claims)* ***Date:*** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

***Employee Number:*** «employee\_no»

***TRAVEL EXPENSES*** *(Put excursions/visits under ‘Other Expenses’)*

***CAR MILEAGE***

*(33p/mile per 40 mile round trip, 16p/mile thereafter. Max. any 1 trip: 150 miles)  
Between:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ */* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Miles per round trip: Number of trips:*

***OTHER TRAVEL EXPENSES*** *(Please attach receipts):*

***SUBTOTAL******(Office Use Only)* £**

***OTHER EXPENSES (Please attach receipts)***

***SUBTOTAL******(Office Use Only)* £**

***AM******(Office Use Only)* £**

***TOTAL*****£**

*(Office Use Only)*

***No. Days worked:***

***Authorised by:***

***Date:***

***Authorised by:  
(Finance)***

*(Office Use only)*

| Total Amount£ | p | VAT Code | VAT Amount £ | p | Cost Centre | Natural Code | Act. | Source of Funds | Org. | Future |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 | 00 | 00 | «cost\_centre» | 51330 | «activity» | «source\_of\_funds» | 10 | 000000 |
|  |  | 1 | 00 | 00 | «cost\_centre» | 81110 | «activity» | «source\_of\_funds» | 10 | 000000 |
|  |  | 1 | 00 | 00 | «cost\_centre» |  | «activity» | «source\_of\_funds» | 10 | 000000 |
|  |  | 1 | 00 | 00 | «cost\_centre» |  | «activity» | «source\_of\_funds» | 10 | 000000 |