DEPARTMENT FOR CONTINUING EDUCATION

POSTGRADUATE COURSES

***FEES & EXPENSES CLAIM FORM***

*Please fill in your* ***NI number, date of birth and bank details*** *if these are missing (see below), as payment cannot be made without these. Please submit the form within* ***two weeks*** *of incurring the expense, to allow sufficient time for processing.*

«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 below are complete to facilitate prompt payment. Please note that if you do request payment by cheque, there could be up to a month’s delay in the receipt of your payment.

***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»

***PAYMENT DETAILS***

*Teaching* £ *Marking* £ *Tutorials* £

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

***TRAVEL EXPENSES***

*Car mileage is paid at 45p per mile. For other travel-related costs (e.g. rail fare) please attach receipt.*

***CAR MILEAGE*** *Between:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ */* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Miles per round trip Number of trips*

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

***OTHER EXPENSES (Please attach Receipts)***

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

***TOTAL*****£**

*(Office Use Only)*

***No. Days worked***

***Authorised by***

***Authorised by  
(Finance)***

***Date***

*(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 |