



## 1. Completion of Form

- 1.1 This form should be used to make payments to non-university staff only.
- 1.2 The home address and National Insurance Number are required for Inland Revenue purposes and **MUST** be supplied for all FEE PAYMENTS
- 1.3 Claimants **MUST** attach original receipts to support expenses claimed.
- 1.4 If the space on this form is insufficient to set out the information required, a separate statement should be attached.

## 2. Payment

- 2.1 Payment will be made by bank transfer, therefore bank details **MUST** be supplied.
- 2.2 A remittance advice will be forwarded to your e-mail address or FAX number where available. You should ensure that your e-mail address is shown where requested on the front of the form.

## 3. Allowances

- 3.1 Local travel should be by public transport where practical, however, a suitable alternative may be used when public transport is inadequate or inappropriate.
- 3.2 Long distance travel should be by the most reasonable and economic method available.
- 3.3 If public transport is not available or heavy/special equipment has to be carried, car mileage may be claimed at the rate of **40p per mile**.
- 3.4 If subsistence and/or accommodation costs are claimed then only reasonable, actual costs will be paid.