F E E

UNIVERSITY OF BRISTOL

*** DEPARTMENT:**

EXAM FEE CLAIM FORM

PLEASE PRINT CLEARLY
<< Return to the department named

F E E

SECTION 1

NB: SECTION 2 OVERLEAF MUST BE COMPLETED OR PAYMENT WILL BE DELAYED

*** CLAIMANT** (Name, Title & **ALL** initials)

GEN **M** | **F**

* Home address (Essential for P60 despatch)

Post Code:

National Insurance Number

Proof of eligibility to work in the UK

In order to comply with the Asylum & Immigration Act 1996 - Section 8 claimants from EU countries (inc'l UK), and Iceland, Liechtenstein or Norway must show an original document confirming their NI No. or a current passport, when first employed by the University.

Schedule D Number or Self Assessment No

Attach current P45, P46 or P38(S)

Please send cheque to [Tick box] The department (see above) >>>> Higher Degrees Office >>>>

Home Address >>>> Other >>>

If this instruction is different to your last claim please tick this box >

Summary of claim: Dates From to

These dates are essential for correct calculation of NI liability

Dep't Ref No:

Reason for payment of fee: >> Costs incurred for the Degree/Diploma/Certificate/Examination

of in (subject)

DECLARATION

I declare that the total claimed has been incurred by me solely in the course of the University's business and does not include costs incurred in travelling between my home and normal place of work.
I confirm that I have not claimed these expenses before nor will claim them from any other source.
I hereby claim reimbursement.

* Signed:
Dated:

CERTIFIED CORRECT

AUTHORISATION

This claim is correct and in order for payment.

* Signed: Unit Head

Dated:

N B	Hours worked must be stated or estimated in the box below	Summary £
Fee	Hours worked (dec)	
	Hourly Rate (dec)	
Expenses		
Mileage	..... @ ..... p	
	..... @ ..... p	
Other travel		
Accommodation		
Subsistence		
Incidentals		
Other		
**** TOTAL CLAIMED £**		#VALUE!

* Note 1 Persons travelling by car claim **40** p per mile for the first 10,000 miles in any 1 year beginning 6th April & **25** p per mile thereafter. Claimants are asked to keep a record of their mileage on behalf of UoB during the current tax year starting the previous 6th April & record the cumulative totals above. (See Financial Regulations)

Note 2 The University will normally pay second class return fare.

Note 3 Original receipts should be produced. Credit card vouchers or statements are not accepted as proof by Inland Revenue.

Note 4 Personal expenses (eg Alcoholic drinks) and third party expenses are not allowable

FOR ADMIN USE ONLY

Ext Ref 1	
Ext Ref 2 Order No:	
Ext Ref 3 Other Dept'l Ref:	

* Charge Codes EL1	EL2	EL3	£	p	Description

Expenses Allowable	Rates / Calculations Correct	* TOTAL	
		Must equal total claimed at **	

Initial when checked

For Finance Office use only

Doc Type / Invoice No.

F E E E X A M 3 FO RL 10 10 08