



Manchester Metropolitan University

**EXTERNAL PERSONNEL CLAIM FORM
FOR FEES AND EXPENSES**
Visiting Lecturers/Students/External Examiners
(APPROVED CLAIMS WILL BE PAID DIRECTLY INTO YOUR BANK ACCOUNT)

FIN 1C

For the Period: From : To:

Commercial Account YES / NO (Please Delete) If YES please state Project code: -

Forenames:	Student Reg. No. X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Surname:	Bank A/C No. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Home Address:	Sort Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Department:
	National Insurance No.

Date	Details (Receipts must be attached)	Amount
	External Examiners Annual Fee	£
	Visiting Lecturers Hrs @ £	£
	Organising / Agreed Fee	£
	Travel & Subsistence	£
	Other (please give details)	£
TOTAL		£

Evidence of the exchange rate used must be attached when converting foreign currency to £ Sterling (GBP). The payment of subsistence allowances will be based on the principle that expenditure has been incurred and the original receipt is produced. Credit card receipts will not be accepted. Reimbursements can be claimed as a *contribution* towards subsistence costs.

The University Travel and Subsistence Policy and current mileage and subsistence rates can be found at: www.fin.mmu.ac.uk/

I certify that the expenses for which I claim payment relate to University business and have been *wholly, exclusively and necessarily* incurred in carrying out official duties.

Signature of Claimant		Date
Approved for Payment (Budget Holder)		Date
Checked (Finance)		Date

MEMO

Examiners Report Received (Checked By) Date

Payment Recorded In Tax Return Book Date

VAT Code	AMOUNT		SUPPLIER CODE				
	£	p	GL Code	Cost Centre	OR	WBS Element	SIO
TOTAL							