fee claim for

permitted paid engagement

Human Resources

Unit name goes here

For use by visitors on a Permitted Paid Engagement only

# Please submit this form on completion of the visit. It is essential all fields are populated and a copy of the Visitor’s invite letter from the School/Function and a copy of the Passport and Visa must be attached (dates and picture must be clearly visible).

**For completion by the School/Function**

|  |
| --- |
| ACCOUNTING INFORMATION |
| School/Function |  |
| Head of School/Function |  |
| Amount to be paid (GBP)**NB. £2000 Maximum**  |  |
| Account Code |  |
| Cost Code |  |
| Project Code |  |

## For completion by the Visitor

|  |
| --- |
| PERSONAL DETAILS |
| Title |  |
| First name |  |
| Middle Name(s) |  |
| Surname |  |
| Date of Birth |  |
| NI Number (if relevant) |  |
| Address |  |
| Email address |  |

##

|  |
| --- |
| BANK DETAILS |
| Bank Name |  |
| Name on Account |  |
| Sort Code |  |
| Account Number |  |
| If applicable – Building Society Roll Number |  |

Payment will be made directly into your bank account. You will be emailed confirmation of the payment made. **NB: UK tax and social security is likely to be payable on any amounts received.**

**Declaration**

I confirm that the details provided are correct and that my claim is in accordance with the University of Reading Visitor Policy and Guidance.

|  |
| --- |
| CLAIMANT SIGNATURE |
|  |
| NAME | DATE |
|  |  |

|  |
| --- |
| HEAD OF SCHOOL/FUNCTION SIGNATURE |
| **NB: in signing, you are confirming the budget is available**  |
| NAME | DATE |
|  |  |

## \*NB

## Incomplete forms will not be processed

## This form should not be used for Students or Student visitors

## Version control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version  | Keeper | Reviewed | Approved by | Approval date |
| 1.0 | HR | August 2019 | AD HR | October 2019 |