This form is used to make a payment for authorised incidental work you carry out on behalf of the University which is liable for tax and/or National Insurance deductions.

The maximum that can be paid (excluding expenses) using this form is £833.

Examples include:
• ad hoc work
• helping at open days
• dissertation markers.

You can include details of expenses incurred in the course of this work, including:
• local, national and international travel.

**General guidance**

The next page contains information to help you fill in the form.

Sections A and C are for information about the work undertaken.

Sections B, D to I are for the worker to complete.

You should sign the form on this side. The form must then be signed and authorised before it is passed to the HR Office (room 110 Whiteknights House).

**Submitting the form**

This completed and authorised form must be submitted to the HR Department within four weeks of completing the work. Any claims submitted after this period will not be paid under any circumstances.

You must include receipts for all expenses that you have told us about in your claim.

The form will be returned to you if any details are illegible or appear to be incorrect. Your claim will also be checked to ensure it complies with the University’s Policies including the Travel and Other Expenses, Benefits, Hospitality and Gifts Policy.

This form cannot be used for: student demonstrators, consultancy payments, external visiting lectures, royalty payments or those that are self-employed. A separate claim form is available on the HR website.

Any questions? Please call HR Operations on 0118 378 8751 if you need any assistance.
**Section A  Fee details**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Fees – please give details as to work done, hourly / daily rate used etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) from</td>
<td></td>
</tr>
<tr>
<td>to</td>
<td></td>
</tr>
<tr>
<td>Total amount to be paid for work undertaken</td>
<td></td>
</tr>
<tr>
<td>(2) £</td>
<td></td>
</tr>
</tbody>
</table>

Please tick as appropriate:
- Ad hoc work
- Open Day / Ambassador

**Section B  Vehicle and mileage details**

**Expenses**
Details – reason for expenses/journey plus details of where journey started and ended, and cost (excluding mileage)

**Mileage rates and inter-campus distances**
Different amounts will be reimbursed for mileage according to two different categories:
- **A.** Where a personal vehicle is used for a business journey, rates are applied according to the length of the journey.
- **B.** Where a business journey is made between University campuses, the distance is fixed.

<table>
<thead>
<tr>
<th>Car/Van</th>
<th>UK pence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10,000 miles:</td>
<td></td>
</tr>
<tr>
<td>first 70 miles of a return journey</td>
<td>45</td>
</tr>
<tr>
<td>remaining miles of that journey</td>
<td>25</td>
</tr>
<tr>
<td>Over 10,000 miles:</td>
<td></td>
</tr>
<tr>
<td>first 70 miles of a return journey</td>
<td>25</td>
</tr>
<tr>
<td>remaining miles of that journey</td>
<td>25</td>
</tr>
</tbody>
</table>

**Motorcycle**

| first 70 miles of a return journey | 24 |
| remaining miles of that journey    | 15 |

**B. Inter-campus distances**

(claimed by number of miles)

<table>
<thead>
<tr>
<th>Claimable distances between campuses (UK only)</th>
<th>Number of miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between Earley Gate and London Road</td>
<td>2</td>
</tr>
<tr>
<td>Between Whiteknights campus and London Road campus</td>
<td>1</td>
</tr>
<tr>
<td>Between any Reading campus and Henley campus</td>
<td>12</td>
</tr>
<tr>
<td>Between any Reading campus and the Centre for Dairy Research (CEDAR)</td>
<td>4</td>
</tr>
<tr>
<td>Between any Reading campus and Sonning Farm</td>
<td>4</td>
</tr>
<tr>
<td>Between CEDAR and Sonning Farm</td>
<td>8</td>
</tr>
<tr>
<td>Between Whiteknights campus and Worton Grange</td>
<td>4</td>
</tr>
</tbody>
</table>

These are fixed distances for the purposes of claiming reimbursement. The distance applies regardless of the direction of the journey and regardless of any changes in route.

**Car mileage**

<table>
<thead>
<tr>
<th>No. of miles</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 10,000 miles since 6 April</td>
<td>( \times ) 45p =</td>
<td></td>
</tr>
<tr>
<td>remaining miles of that journey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 10,000 miles since 6 April</td>
<td>( \times ) 25p =</td>
<td></td>
</tr>
<tr>
<td>remaining miles of that journey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Motorcycle mileage**

<table>
<thead>
<tr>
<th>No. of passengers</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>remaining miles of that journey</td>
<td>( \times ) 24p =</td>
</tr>
</tbody>
</table>

**Passenger allowance**
(Must be a member of staff)

\( \times \) 5p =

**Section C  Accounting information (always include cost centre)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Account code</th>
<th>Cost centre</th>
<th>Project</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section D  My details
National Insurance number
Passport number
Date of birth (DD/MM/YYYY)
Gender
Mr  Mrs  Ms  Miss  Other
Surname as appears on birth certificate or passport:
First names as appears on birth certificate or passport:
If you are related to a member of staff at the University, please give their name below:
Sponsoring School/Service
Home address
Postcode
Contact details
Telephone
Email
You will be emailed a payslip. Take note of the password UNIFEE which opens the attachment.

Section E  Present circumstances
TO BE COMPLETED BY CLAIMANT
Please read the following statements carefully and tick ALL those that apply to you
1 This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance or taxable Incapacity Benefit or a state or occupational pension
2 This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker’s Allowance or Incapacity Benefit. I do not receive a state or occupational pension
3 I have another job or receive a state or occupational pension
4 If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan

Section F  My bank details (highlight if changed)
Bank name
Sort code/BIC code
Account/IBAN number
Building society roll number (if applicable)
The University will pay you direct into your bank account.

Section G  Signature and authorisation
Please fill out the sections overleaf and ensure that you have receipts for all expenses before you complete this section
I certify the following:
• the particulars on this form are correct
• the amounts detailed are in accordance with University and Grant Regulations for the fulfilment of my duties/tasks
• any expenses have been actually and necessarily incurred by me in the course of work for the University
• I have not been paid for this work already
• I have not received payment for this work from any other source, and if this happens in the future I will repay the University
• any mileage allowance is claimed in respect of a vehicle for which the necessary legal and insurance requirements have been met
• in the event of discrepancies being found subsequent to payment of this claim, I agree to repay any overpayment.
The total value I have detailed overleaf is:

<table>
<thead>
<tr>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I claim for incidental expenses. These are detailed in Section B and receipts are attached.

Claimant’s signature

Research supervisor or grant/contract holder’s signature.
(Only necessary if claim is related to a research contract.)

Research supervisor’s name

If you choose to use this form to pay monies to an individual for work done you must satisfy yourself that the person has the right to work in the UK. The documents that must be checked, prior to any work being done, can be found at www.reading.ac.uk/web/FILES/humanresources/humres-document_check_guidance.pdf

I have examined this form and I confirm the claim is in accordance with University policy and I authorise payment.

Head of School/Service or Nominee’s signature

Authoriser’s name

The University will pay you direct into your bank account.

Section H  Equal Opportunities monitoring

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disabled  Yes  No
When can this form be used?
The kinds of work which you can claim payment for are summarised on the previous page. Please note that you cannot include in your claim:

- journeys undertaken in working hours which are not part of a service to the University
- private car journeys undertaken in a vehicle which did not at the time of use meet necessary legal and/or insurance requirements
- sums for which you have already been reimbursed.

Do I need to fill in the whole of the form?
You must fill in all the sections which are relevant to your claim including your National Insurance number, your date of birth, and your passport number.

How do I complete the form?
Section-by-section guidance is provided below:

A. Claim details
You must state the dates on which you carried out the work and explain what the fee you are claiming for relates to.

B. Vehicle and mileage details
Complete this section if you are including private vehicle mileage in your claim.

C. Expenses
If you are claiming expenses, please make a brief record of the details here. If the expenses relate to travel, please state your destination and business purpose of your visit. If you travelled by private car, tell us the mileage covered. **You must provide VAT receipts for all of the expenses you have included.**

D. My details
Please tell us which School or Service is employing you. If you are not a University employee, please provide us with your home address to which we can send payment advice.

E. Present circumstances
Your payment will be subject to Tax and National Insurance depending on your current circumstances. You should therefore complete this section clearly and accurately.

F. Bank details
The University makes all such payments to your bank account. You should therefore complete this section clearly and accurately to ensure you receive a payment. Payments will be made to staff/students using their bank account details held on the HR System. If your bank account has changed, please highlight by writing NEW BANK DETAILS.

G. Signature and authorisation
The total amount you claim is the sum of your fee (section A) and the total cost of expenses including mileage expenses (section B).

H. Equal Opportunities monitoring
The University is obliged to collate this information for the Higher Education Statistics Agency.

I. Pension postponement notice
This must be completed on your first day of work.
Automatic enrolment – Postponement

Dear,

Background to Automatic Enrolment
To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme that meets new legal standards as part of the pension law reforms. This is known as automatic or auto-enrolment and the law applies to the University of Reading with effect from 1 July 2013.

Will I be automatically enrolled?
The University has chosen to postpone the enrolment of workers and enrolment will apply to you on known as the deferral date. If, on this date, you meet the criteria given below, you will be automatically enrolled into the University of Reading Pension Scheme:

- earn over £10,000 a year (£833 a month);
- are aged 22 or over but under State Pension Age (SPA);
- work or ordinarily work in the UK.

We will write to you with further information on the Scheme if you are automatically enrolled.

If you don’t meet these criteria, we will not automatically enrol you in a pension scheme but you have a right to opt in or join if you want to (see below) and the University will pay into the Scheme.

Can I join before the deferral date?
If you want to join the Scheme before please contact the Pensions Office and request an opt in form. Alternatively, you can send a letter (which must be signed by you) or email but if sending your request electronically, you must include the phrase ‘I confirm I personally submitted this notice to join a workplace pension scheme’. Contact details are given below. The University will pay into the Scheme.

Overview of auto-enrolment criteria and joining rights

<table>
<thead>
<tr>
<th>Age</th>
<th>Earnings</th>
<th>Joining</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-21</td>
<td>Earn &lt; £5,772 a year (£481 a month)</td>
<td>Auto-enrol Right to opt in Right to join</td>
</tr>
<tr>
<td>22 to SPA</td>
<td>Between £5,772 a year (£481 a month) and £10,000 a year (£833 a month)</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>SPA to 74</td>
<td>Earn &gt; £10,000 a year (£833 a month)</td>
<td>✓ ✓ ✓</td>
</tr>
</tbody>
</table>

Can I Opt Out?
You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.

Getting further information and contact details
If you have any queries about the Scheme or would like to join the Scheme, please contact the Pensions Office in Whiteknights House (postal address: Pensions Office, University of Reading, Whiteknights, PO Box 217, Reading, RG6 6AH) or by emailing pensions@reading.ac.uk More information on pensions and saving for later life can be found on www.gov.uk/workplace-pensions

Yours sincerely

Stephanie May
Pensions Officer