

# Visiting Lecturer/Tutor – Fees and Expenses

## Guidance Notes

Visiting Lecturers or Tutors wishing to claim fees and expenses for incidental or one-off pieces of work should use the Visiting Lecturer/Tutor Fees and Expenses Claim Form. This form is not to be used for University staff to submit claims.

All work must be approved in advance by the appropriate person in the School. The University reserves the right not to make payment when work has been undertaken without prior approval. You will only be paid for work actually undertaken and completed to a satisfactory standard.

This form can be used where the engagement is for a specific and one-off piece of work over a short and defined timescale:

- This may include single or one-off episodes that happen once a year or once a term, but may re-occur on an annual basis;
- There is no reasonable expectation that the engagement will continue after the initial piece of work has been completed;
- It would not be expected that individuals would be engaged on a Visiting Lecturer/Tutor basis where they were undertaking work regularly throughout the year.

*This form CANNOT be used for the following:-*

- to claim more than £2,000 exclusive of expenses in the year to 31 July.
- current post-graduate students providing lectures, tutorials or marking, please complete a **Student Demonstrator** form.
- University of Reading staff must **not** use this form, guidance on the appropriate forms is available from Human Resources.

## Expenses

Reimbursement of any expenses you incur must be claimed using this form and must be supported by VAT receipts, if no VAT receipt is available please detail the reason for this. Expenses, other than mileage, will not be reimbursed without receipts. When claiming reimbursement of any travel expenses, please give details of all journeys travelled

including the start and end point of journeys and the reason for the journeys. You cannot claim for travel between your home and the University unless specifically agreed by the authoriser of this form.

## **Tax and National Insurance**

Payments will be subject to deductions for tax and National Insurance unless:

1. You are able to state that you have agreed in advance to provide not more than three lectures in three consecutive months
2. **Or** the instruction is given as public lectures which anyone can attend and the lecture is not part of an accredited University course.

Tax and National Insurance may be deducted from all payments including expenses where you are travelling from home to the University. Honoraria payments are subject to deductions for tax.

## **Immigration legislation**

The University will ask to see original copies of official documents before permitting you to work. You must not undertake any work for the University unless you have the right to work in the UK under current immigration legislation. Payment will not be made unless the requirements of this legislation are satisfied. Further information about official documents can be found on the Human Resources website:

[http://www.reading.ac.uk/humanresources/rdg-only/document\\_checking\\_procedures.htm](http://www.reading.ac.uk/humanresources/rdg-only/document_checking_procedures.htm)

## **Completing the form**

Sections A and B must be completed by the Head of School prior to the work being undertaken. The Claim section should be completed by the individual within six weeks of completing the work. The form should then be returned to the Head of School for confirmation that the work has been satisfactorily carried out, before forwarding to HR Operations for payment.

This form must be completed in full. The form will be returned if not fully or properly completed.

All payments are made subject to the conditions detailed on the front of this form. A Foreign Payment Form is required if the payment is to be made to an account other than a UK bank account. This should be completed by the Head of School.

<http://www.reading.ac.uk/finance/opentoall/forms/ForeignPaymentForm.xls>

If you have any queries you should contact HR Operations on 0118 378 8751.