

VISITING LECTURER / TUTOR fees and expenses claim form

(NOT for use by
University of Reading
staff)

This form is for Visiting Lecturers or Tutors to claim fees and expenses for incidental or one-off pieces of work. 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 an SRF.
- University of Reading staff must **not** use this form. Guidance on the appropriate forms is available from Human Resources.
- Paying Self-employed individuals without deduction of tax. If you are self-employed please ask the person engaging you to complete and submit an Employment Status Questionnaire to Finance at esq@reading.ac.uk.

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:

You are able to state that you have agreed in advance to provide not more than three lectures in three consecutive months

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.

Please complete and sign the Present Circumstances and Declaration sections of this form.

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.

Completing the form

Sections A 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. If you have any queries concerning payment of your claim, you should contact HR Operations on 0118 378 8751.

PART A: APPROVAL FOR WORK TO BE CARRIED OUT – TO BE COMPLETED BY SCHOOL

School:

Dept:

Dates		Fee	Details of work
From	To	(£)	
Total Fee £			

Name of individual	
Are they self-employed? If self-employed please provide UTR number.	<input type="checkbox"/> Yes <input type="checkbox"/> No (If you are unsure whether the individual is self-employed, you will need to complete an Employment Status Questionnaire and submit it to Karen Beddall in Finance, k.beddall@reading.ac.uk, prior to the work being undertaken)
Has the individual worked for the University within the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates:

□

Authorisation by Head of School

I confirm that the above person may undertake work for this School/Service in accordance with the University's policies, rules and regulations. I confirm that this person is able to undertake this work under the Asylum & Immigration Act and all relevant documents have been checked, copied, signed and dated as original seen, prior to taking up appointment.

You must satisfy yourself that the individual has the right to work in the UK. The documents that must be checked, prior to any work being done can be found on the Human Resources website <http://www.reading.ac.uk/humanresources/rdg-only/document-checking-procedures.htm>.

Signed - Head of School:	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>		

PART C – CLAIM SECTION - PERSONAL DETAILS – TO BE COMPLETED BY CLAIMANT

Surname Title

Forename(s)

Home Address
(This is required for tax purposes, you should not provide a University address.)

We no longer provide paper payslips, please provide an email address for your payslip to be emailed to you, the password to open the attachment is UNIFEE

National Insurance No: Male

Date of Birth (DD-MM-YYYY) - - Female

PART D – BANK & PAYMENT DETAILS – TO BE COMPLETED BY CLAIMANT

If you have claimed payment of fees previously you only need to insert details in this part of the form which have changed since you last made a claim.

Name of Bank/Building Society

Branch Name

Sort Code

Bank A/c or Bldg. Society Roll No

Were you previously employed by the University? Yes No

If yes, please give your staff number

If you are of pensionable age, please supply proof of age.

Please supply your P45 if this is the only work you are currently doing.

PART E: CLAIM FOR EXPENSES – TO BE COMPLETED BY CLAIMANT

Surname: First name: Title:

Ref	Net	VAT	Gross	No of miles	Expenses Please give full details of expenses including details of journeys including start and end point and reason for journey. You must attach all receipts. Mileage will be reimbursed at the rate of 45p per the first 70 miles and 25p after 70 miles.
1					
2					
3					
4					
5					
Total Expenses £				Please note, in line with HM Revenue and Customs regulations, expenses for home to work travel will be subject to deduction of tax and National Insurance.	
Total Claim £					

PART F – PRESENT CIRCUMSTANCES – TO BE COMPLETED BY CLAIMANT

Please read all the following statements carefully and tick the one that applies to you.

		Please tick
A	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	
B	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	
C	I have another job or receive a state or occupational pension	

PART G: DECLARATIONS BY CLAIMANT

Please tick the following as applicable:

- The fees claimed are for lecturing and I agree not to give more than 3 lectures in 3 consecutive months, or the lectures are open to the public and are not part of a University of Reading accredited course.
- The fees claimed are for lecturing and I do plan to give more than 3 lectures in 3 consecutive months.

I, the claimant, certify that:-

- I have not claimed more than £2,000 in payments in total from the University in the current year to 31 July.
- the particulars on this form are correct.
- any expenses I have claimed have been actually and necessarily incurred by me in the course of this work for the University.
- I have not been paid for this work already.
- I confirm that I am permitted to undertake this work under the terms of the Immigration and Asylum Act.
- any mileage allowance is claimed in respect of a vehicle for which the necessary insurance requirements have been met.
- in the event of any discrepancies being found subsequent to the payment of this claim, I agree to repay any overpayment.

Signed: Date:

KNOWINGLY MAKING A FALSE DECLARATION IS A SERIOUS OFFENCE WHICH MAY RESULT IN CRIMINAL/CIVIL ACTION.

PART H – AUTHORISATION OF CLAIM – TO BE COMPLETED BY SCHOOL

I certify that the work for which payment is claimed has been carried out by this person and that the expenses have been properly incurred and are in accordance with the University's policies, rules and financial regulations and the conditions attached and the original documentation confirming this person has a right to work in the UK has been checked prior to starting work.

Fees (Part A)	£
Expenses (Part E)	£
Total	£

Signed Head of School:		Date:
Print name:		

PART I – ACCOUNTING INFORMATION – TO BE COMPLETED BY SCHOOL

Description	Total (£)	Account Code	Project Code	WREN/Other attribute	Tax code
	£				

PART J – AUTHORISATION TO PAY – TO BE COMPLETED BY FINANCE & CORPORATE SERVICES

Authorised:		Mr John Brady	Date:
Actioned by:		HR Operations	Date: