

## EXPENSES CLAIMS MADE BY EXTERNAL ADVISERS (COURSE APPROVALS)

**Name of External Adviser:**

 **External Adviser’s correspondence address:**

Bank and branch details:

Sort Code: - - Account Number:

**Date(s) of Visit(s):**

**Course title:**

£175.00

**COURSE APPROVAL FEE**

**TRAVEL EXPENSES**

£

 (i) Rail Fare 2nd Class from ..............................

£

or (ii) Car mileage claimed at 45p per mile ..............................

**SUBSISTENCE EXPENSES (Please attach receipts)**

£

Breakfast

£

Lunch

£

Dinner

£

Overnight (B&B) Paid on account by University

£

Other (Specify)

Finance Codes: (Fee) UDSAA L105 £\_\_175.00\_\_

 (Expenses) UDSAA L107 £\_\_\_\_\_\_\_\_\_\_

£

 **TOTAL**

### Recommended for payment

Academic Quality Officer Date:

*Please return to Academic Quality Unit, JL1020, Jenny Lind Building, University of Worcester, Henwick Grove, Worcester, WR2 6AJ*

**Feedback on AQU processes**

Thank you for your involvement in our Course Planning and Approval process.

It would be really useful for future development of our processes if you could send us your feedback.

Please add any comments below or, if you have attended an approval event at the University of Worcester, click here to go to our [Evaluation Questionnaire](https://docs.google.com/forms/d/1h2bU9vR4_SAo77P-5_w99ht5PQWvAUiHvzZ8Da5Oyms/viewform?edit_requested=true&pli=1)

We look forward to hearing from you.

**Comments:**