

## EXPENSES CLAIMS - EXTERNAL PANEL MEMBERS (PERIODIC REVIEW)

**Name of Panel Member:**

**Panel Member’s correspondence address:**

Bank and branch details:

Sort Code: - - Account Number:

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

**Event:** Review of xxx

£

**PERIODIC REVIEW FEE** £250 per day attended

**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) (Usually paid on account by University)

£

Other (Specify)

Finance Codes: (Fee) UDSAA L105 £250.00

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

£

 **TOTAL**

### Recommended for payment by

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 Periodic Review 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 your prefer, 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:**