

# CLAIMS BY VISITING SPEAKERS, LECTURERS & CONSULTANTS

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| NAME OF SPEAKER (BLOCK CAPITALS) PAYMENT TO BE MADE TO ADDRESS TO WHICH PAYMENT IS TO BE FORWARDED NATURE OF LECTURE / DEMONSTRATION\* (See details of classification overleaf)DURATION OF LECTURE DATE OF LECTURE **BANK ACCOUNT DETAILS** |
| SORT CODE: | - - | ACCOUNT NUMBER: |  |  |
| BANK NAME: |  | BRANCH: |  |
|  |
| NAME: |  | SIGNATURE: |  | DATE: |  |  |
|  |  |  |  |  |  |

MODULE CODE / TITLE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | NAME OFUoW CONTACT: |  | SIGNATURE: |  | DATE: |  |  |
|  |

**DETAILS OF CLAIM £**

**FEE**

**TRAVEL EXPENSES**

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

or (ii) Car mileage claimed ..............................

**SUBSISTENCE EXPENSES (Please attach receipts)**

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Breakfast Lunch Tea Dinner

Other (Specify)

**Cost Centre: K3.10**

**TOTAL**

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| --- |
|  |
|  | NAME: |  | AUTHORISING SIGNATURE: |  | DATE: |  |  |

\* Approval required for lectures / demonstrations of an exceptional nature (see 3 overleaf)

1. SPEAKERS VISITING THE UNIVERSITY AT THEIR OWN REQUEST OR THAT OF A SPONSORING BODY

No fee paid. All expenses to be paid by sponsoring body.

1. SPEAKERS INVITED ON INITIATIVE OF A DEPARTMENT/DIVISION AND WHOSE SERVICE CAN BE REGARDED AS A NORMAL PART OF THEIR EXTRA-MURAL RESPONSIBILITIES

No fee to be paid unless the service is given outside the speakers regular working hours. Expenses to be paid.

1. SPEAKERS INVITED ON INITIATIVE OF A DEPARTMENT/DIVISION TO GIVE A SERVICE THAT IS NOT A NORMAL PART OF THE REGULAR EMPLOYMENT

The standard payment for visiting speakers is £18 per hour. EXCEPT for a lecture/demonstration of an exceptional nature which subject to the prior approval of the Head of School, may extract a higher rate or set fee). In addition the visiting speaker may claim expenses incurred.

Expenses in all cases to be second class rail or car mileage (at public transport rate plus subsistence and hotel expense, at local authority rates) where necessary.

# Could you please ensure that this form is completed promptly and returned to University of Worcester for immediate payment