

**APPROVAL AND REVIEW PANELS
CLAIM FOR REFUND OF EXPENSES BY EXTERNAL PANEL MEMBERS**

SECTION A (to be completed by claimant, except Honorarium)

Title. Date of Birth. Previously Employed by University of Greenwich? Yes / No

Forename(s)

Human Resources Office Use Only

Surname.

Payroll No.

HOME Address
.

Faculty **N / A**

Dept **0 1 0 4**

Post Code Tel.

Email address

Programme Title

Dates of attendance

NATIONAL INSURANCE NUMBER

NOTE: Payment cannot be made if we do not have this information (see overleaf).

Payroll Office Use Only

BANKING DETAILS

Sort Code ____/____/____

NI Table **X**

Tax Code **OT**

Account Number
. . .

Leaver Date . . / . . / . .

Bank Name

Written

Branch Name

Checked

Branch Address

PAYMENT DETAILS

A FULL breakdown should be shown for approved expenses, with receipts where appropriate (see overleaf).

£ . p

Nominal Code for Expenses

Travel: Public Transport ____.

Car mileage _____ miles @ 40p ____.

Subsistence ____.

Honorarium £150

Claimant's Signature

| | | |
|---------------|------|-----------------|
| Co Nominal | Dept | Site Project |
|---------------|------|-----------------|

Date. . / . . /

Completed forms should be returned to the Panel Officer, University of Greenwich

SECTION B (to be completed by the Panel Officer, and sent to the Director of Human Resources)

I certify that the above-named has fulfilled his/her duties, and that the expenses claimed above are reasonable.

Panel

Officer Date / /

Faculty

[Type text]

TAXATION OF EXTERNAL MEMBERS' HONORARIA

The Inland Revenue regards the arrangements for work carried out by external members as forming a contract of employment for income tax purposes, and the University has been instructed to deduct income tax from all fees paid to external members.

The scheme adopted by the Inland Revenue requires the University to deduct tax at source at the basic rate and requires payments to be made within the University's payroll system and, consequently, members' national insurance numbers and bank details are required.

Should total earnings for the current tax year be less than the lower personal allowance, the Finance Office should be contacted to obtain the appropriate form to obtain Inland Revenue approval for fees to be paid without deduction. Similarly, if a local Inspector of Taxes has provided a 'no tax' certificate, this should be attached to the claim form when submitted for payment.

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EXPENSES

The University will cover your expenses for the cost of a room, breakfast and evening meal. You are not permitted to claim for the cost of alcohol, telephone calls or newspapers. Please pay the expenses, keeping all receipts for the University to reimburse you.