**Pay Rate (Office use only) – please tick**

□ Will not conduct work for us again

| Cost Centre | Activity | Job Code | Account Code |
| --- | --- | --- | --- |
| QUN | N/A | N/A | 50021 |

 *Please note the allocated hours are for Finance/Payroll use only. You will receive the flat fee previously agreed.*



| **Title** |  | **Forename** |  | **Surname** |  |
| --- | --- | --- | --- | --- | --- |
| **Pay ref No. (if known)** |  | **NI** **Number** |  |

| **Date incurred** | **Event**  | **Details of duties/expenses**For each line of your claim please outline the activities undertaken and specify the expense incurred (*e.g. train fare*, *subsistence, event you are involved).* Please attach all receipts.***Approximately 20 hours work (Finance/Payroll use only).*** | **Preparatory activities before the event (please tick)** | **Event attend (please tick)** | **Fee amount***(1230)* | **Non-taxable expense** **amount**(1404) |
| --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  | **Sub-total** |  |  |
|  |  |  |  |  | **Total** |  |
| **Claimant Signature** | **Date**  | **Authorised by Budget Holder** | **Date** |
|  Signature  |  |

Please submit your completed form, with receipts to quality@edgehill.ac.uk or Governance, Quality Assurance and Student Casework, Room SAC 1.04, Edge Hill University, St. Helens Road, Ormskirk, Lancashire, L39 4QP.