



UNIVERSITY OF WEST LONDON

Claim for payment of external Examiners/Advisors/Experts and Assessors travel and other expenses 2010/11

PLEASE PRINT

Name		
Email address		
Bank details Account name Sort code Account number		<input checked="" type="checkbox"/> Tick if advising new/ revised details
Programme/subject area/module validation		
Name and date of event		

	Expenses details (Use additional pages and put totals here if necessary)	Amount £	Receipt <input checked="" type="checkbox"/>
Travel Rail & underground fares Buses and taxis Car mileage* First 80 miles each journey @ 40p/mile Remainder at 25p/mile			
Hotel accommodation			
Other			

Total travel and other expenses		£	

* Claimants must have insurance for business purposes and a valid MOT.

I confirm that the above is in accordance with the policy for payment of external Examiners and Assessors travel and other expenses 2010/11 at:

http://www.uwl.ac.uk/the_university/how_the_university_works/Finance.jsp

Claimant

Signature		Date	
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Authoriser

Signature		Date	
Name		Budget code	

Send completed form and attachments to:

<p>Faculty of the Arts</p> <p>Amanda Ostermann Committees, Validation & Quality Officer Faculty of the Arts University of West London St Mary's Road Ealing W5 5RF</p>	<p>Faculty of Health & Human Sciences</p> <p>Judith Spurrett Committees, Validations and Quality Officer Faculty of Health and Human Sciences University of West London Paragon House Boston Manor Road Brentford TW8 9GA</p>
<p>Faculty of Professional Studies</p> <p>Chris Kiely Committees, Validation & Quality Officer Faculty of Professional Studies University of West London Room TC406 St Mary's Road Ealing W5 5RF</p>	<p>Academic Quality & Standards Office</p> <p>Alison Walker Office Manager Academic Quality & Standards Office University of West London Room WH210 Walpole House 18-22 Bond Street Ealing W5 5AA</p>
<p>London College of Music Exams</p> <p>Jackie Honan LCM Exams University of West London Walpole House 18-22 Bond Street Ealing W5 5AA</p>	<p>Graduate School</p> <p>Maria Pennells Graduate School Manager Graduate School University of West London Room TC374 St Mary's Road Ealing W5 5RF</p>
<p>Institute of Teaching, Innovation and Learning</p> <p>Alison Clerkin INSTIL Admin Office University of West London Room TC374 St Mary's Road Ealing W5 5RF</p>	

Once authorised by the relevant department send form and attachments to:
Accounts Payable, University of West London, Walpole House, 18-22 Bond Street
Ealing W5 5AA.

Correctly completed and authorised forms which comply with the policy received by the Accounts Payable by 7th of each month will be paid by BACS on 25th of that month. Payment will be confirmed by email.