


Claim for payment of external Examiners/Advisors/Experts and Assessors fees 2010/11

PLEASE PRINT

Name		
Home address		
Email address		
National Insurance number (if requesting payment of fees)		
Date of birth (for NI purposes)		
Payroll number (if known)		
Bank details Account name Sort code Account number		 Tick if advising new/ revised details
Programme/subject area/module validation		
Name and date of event		

Dates of work	Fee details (Use additional pages if necessary)	Amount £
Basic fees (See rates in External Examiners and Assessors Fees Policy)		
Other fees (e.g. MPhil/PhD Vivas, give name of student)		
Total fees		£

I confirm that the above is in accordance with the policy for payment of external Examiners and Assessors fees 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:
Payroll, 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 Payroll Office by 7th of each month will be paid by BACS on 25th of that month. Payment will be confirmed by email.