


**Claim for payment of external Examiners/Advisors/Experts and Assessors travel and other expenses 2011/12**

**PLEASE PRINT**

<b>Name</b>		
<b>Email address</b>		
<b>Bank details</b> Account name Sort code Account number		 Tick if advising new/ revised details
<b>Programme/subject area/module validation</b>		
<b>Name and date of event</b>		

I confirm that the claim below is in accordance with the policy for payment of external Examiners and Assessors travel and other expenses 2011/12 at:

[http://www.uwl.ac.uk/the\\_university/how\\_the\\_university\\_works/Finance.jsp](http://www.uwl.ac.uk/the_university/how_the_university_works/Finance.jsp)

Note: In order to claim mileage claimants must have insurance for business purposes and a valid MOT.

**Claimant**

<b>Signature</b>		<b>Date</b>	
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**Authoriser**

<b>Signature</b>		<b>Date</b>	
<b>Name</b>		<b>Budget code</b>	

Expense	Details	Amount £	Receipt ✓	To be completed by the University		
				Nominal code	Budget centre	Activity code
Rail fares				3312		
				3312		
				3312		
Air fares				3313		
				3313		
				3313		
Taxis				3314		
				3314		
				3314		
Car mileage (40p first 80 miles, 25p thereafter)				3315		
				3315		
				3315		
Other travel (includes parking)				3317		
				3317		
				3317		
Hotels				3321		
				3321		
				3321		
Meals				3102		
				3102		
				3102		
Postage				3444		
				3444		
				3444		
Other						
<b>Total</b>						

Send completed form and attachments to:

<p><b>London College of Music, Ealing School of Art, Design and Media, School of Computing and Technology:</b></p> <p>Amanda Ostermann University of West London Room TC306 St Mary's Road Ealing, W5 5RF</p>	<p><b>London College of Music Exams:</b></p> <p>Jackie Honan LCM Exams University of West London Walpole House 18-22 Bond Street Ealing, W5 5AA</p>
<p><b>School of Psychology, Social Care and Human Sciences, College of Nursing, Midwifery and Healthcare:</b></p> <p>Judith Spurrett University of West London Paragon House Boston Manor Road Brentford, TW8 9GA</p>	<p><b>West London Business School, Ealing Law School, London School of Hospitality and Tourism:</b></p> <p>Chris Kiely University of West London Room TC306 St Mary's Road Ealing, W5 5RF</p>
<p><b>Academic Quality &amp; Standards Office:</b></p> <p>Alison Walker Office Manager Academic Quality &amp; Standards Office University of West London Room WH210 Walpole House 18-22 Bond Street Ealing, W5 5AA</p>	<p><b>Graduate School:</b></p> <p>Maria Pennells Graduate School Manager Graduate School University of West London Room TC406 St Mary's Road Ealing, W5 5RF</p>
<p><b>Institute of Teaching, Innovation and Learning</b></p> <p>Alison Clerkin INSTIL Admin Office University of West London Room TC406 St Mary's Road Ealing W5 5RF</p>	

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