

University of Central Lancashire: Ad-hoc Fees Claim Form

Do not use this form if you have a Permanent, Indefinite, SPH or Fixed Term Contract with Uclan.
 Please use the ["Overtime & Supplementary Payment Form"](#) instead.

Surname:	
First Name(s):	
Address:	
Email address:	
Contact phone No:	

School / Service:	
Bank / Bldg. Soc. Name:	
Branch:	
Sort Code (6 digits):	
Account No (8 digits):	
Bldg. Soc. Account No:	
Account title/name:	

National Insurance No:	
Pay Reference No: (if known) (6 digits):	
Uclan Student? Yes / No	Student No:
Date of Birth:	
Sex: male female (delete as appropriate)	
Start date for this period of work:	
Expected end date for this period of work:	
Do you expect to make further claims this tax year: Yes / No	

NATURE OF DUTIES / WORK: (please indicate with X)

External Examiner:	External Advisor:	Other Academic / Teaching related:	Admin:	Other: please give further details
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Please give details below of fees and any expenses. Receipts for expenses should be attached (where appropriate).

Dates of work & fees				Details of expenses (if any): please refer to the University Financial Regulations for guidance on what you may claim.								
Date	Number of Hours	Hourly Rate	Total Fee £	Travel Route		Car Mileage			Subsistence £	Other Travel £	Other expenses (not travel)	
				From:	To:	Miles	Rate	£			Description	£
Fees Total				Travel Totals							Other Expenses Total	
											Total £ amount claimed:	

Please confirm how you are eligible to work in the UK: (please indicate with X)

UK or European (EEA) National:	Indefinite Leave to Remain:	Dependent Visa:	Tier 1 Visa:	Other: please specify
Tier 2 Visa:	Tier 4 Student Visa*:	Tier 4 Doctorate Extension Visa:		
Visa expiry date:	* Tier 4 Student Visa: you must not work more hours than your visa permits. The cap on your hours per week applies to any work undertaken, not just work with the University.			

DECLARATION BY CLAIMANT: I certify that I have performed the work above and any expenses claimed have been actually and necessarily incurred by me in the course of this work for the University.

Tier 4 Student Visa holders: I declare that the hours I have worked are within the weekly allowance as permitted by my visa.

Please check that you have completed all of the boxes above. Incomplete forms cannot be processed which may result in a delay in payment.

Signed:	Date:	£ Amount claimed in words:
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AUTHORISATION BY BUDGET HOLDER: I certify that the work for which payment is claimed has been carried out by this person and that the expenses have been incurred in accordance with the University's Financial Regulations, and that the claimant's eligibility to work in the UK has been checked.

Authorised signatory:	Please print your name:	Date:
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Coding for Agresso:			
FEES	£	Project Code	Work Order
External Examiners Fees 3107			
External Advisors Fees 3108			
Ad Hoc Teaching 3003			
Ad Hoc Non-teaching 3111			

EXPENSES	£	Project Code	Work Order
Expenses 6160			

Total Claimed

Checked: Finance BPU

Checked: HR

Checked: Payroll

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Eligibility to Work checks:

All workers must have their eligibility to work checked by the University's Human Resources department **before** any work commences.

Guidance on use of this form:

All boxes must be completed (where relevant), including **Nature of Duties/Work, How You are Eligible to Work in the UK**, whether you are a **Uclan Student**, **dates of work**, **number of hours worked** and **hourly rate**.

Incomplete forms will not be processed which is likely to result in a delay in payment.

Claims must be submitted within 4 weeks of completion of the work.

Are you working for the University regularly?

If you are engaged in regular work for the University please speak to your manager to request a review of your contractual arrangement.

Already employed by the University?

If you are already employed by the University on a permanent or contract basis do not use this form to claim for additional hours.

[Please use the "Overtime & Supplementary Payment Claim Form" instead.](#)

Awaiting contract?

Do not use this claim form to generate a payment whilst awaiting the issue of a permanent, indefinite, fixed term or SPH contract as doing so could affect any employment and/or pension scheme entitlements. Please contact the Payroll Office for advice in such circumstances.

Are you a Uclan student?

Restriction on Working Hours for Students with a Tier 4 Visa:

Most undergraduate and taught postgraduate students with a Tier 4 visa have a restriction on the maximum number of hours they are allowed to work each week; this restriction applies during term-time and at any time during which you have study commitments (this includes any weeks when you have study commitments, even if this is outside of the standard term-time) and full time during holidays. Both paid and unpaid work count towards the maximum permitted working hours and this includes work performed for other employers.

Most postgraduate research students on Tier 4 visas have a restriction on the maximum number of hours that can be worked each week all year round.

Student Visitor Visa: If you have a Student Visitor Visa you are not allowed to undertake any work.

Students: If you have any queries about the number of hours you are allowed to work under your visa, please contact the Human Resources department for advice.

All payments will be subject to assessment in accordance with the requirements of auto-enrolment legislation and to statutory deductions, such as Pay As You Earn tax and National Insurance, as required by HM Revenue & Customs.

If you have any queries about the completion of this form, please contact the Payroll Office, Sizer Building, extension 2211.