

# CLAIMS BY VISITING SPEAKERS, LECTURERS & CONSULTANTS

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| NAME OF SPEAKER (BLOCK CAPITALS) EMAIL ADDRESS OF SPEAKER NATURE OF LECTURE / DEMONSTRATION✝  (See details of classification overleaf)DURATION OF LECTURE DATE OF LECTURE (dd/mm/yy)  |

 **SUPPLIER ID DETAILS (supplied by the University Procurement Team on Registration):**

|  |  |  |
| --- | --- | --- |
| SUPPLIER ID: **must be completed by VL** |  |  |
| SUPPLIER SITE: **must be completed by VL** |  |  |
|  |
| NAME: |  | SIGNATURE: |  | DATE: |  |  |
|  |  |  |  |  |  |

MODULE CODE / TITLE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | NAME OFUoW CONTACT: |  | SIGNATURE: |  | DATE: |  |  |
|  |

**DETAILS OF CLAIM £**

**FEE**

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**TRAVEL EXPENSES**

(i) Rail Fare 2nd Class from .............................. please attach receipts

or (ii) Car mileage claimed .............................. @ 45p per mile

**SUBSISTENCE EXPENSES** Please attach receipts

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|  |

Breakfast Lunch Tea Dinner

Other (Specify)

**TOTAL**

|  |
| --- |
|  |
|  | NAME: |  | AUTHORISING SIGNATURE: |  | DATE: |  |  |

✝ Approval required for lectures / demonstrations of an exceptional nature (see 3 overleaf)

1. SPEAKERS VISITING THE UNIVERSITY AT THEIR OWN REQUEST OR THAT OF A SPONSORING BODY

No fee paid. All expenses to be paid by sponsoring body.

1. SPEAKERS INVITED ON INITIATIVE OF A DEPARTMENT/DIVISION AND WHOSE SERVICE CAN BE REGARDED AS A NORMAL PART OF THEIR EXTRA-MURAL RESPONSIBILITIES

No fee to be paid unless the service is given outside the speakers regular working hours. Expenses to be paid.

1. SPEAKERS INVITED ON INITIATIVE OF A DEPARTMENT/DIVISION TO GIVE A SERVICE THAT IS NOT A NORMAL PART OF THE REGULAR EMPLOYMENT

The standard payment for visiting speakers is £18 per hour. EXCEPT for a lecture/demonstration of an exceptional nature which subject to the prior approval of the Head of School, may extract a higher rate or set fee). In addition the visiting speaker may claim expenses incurred.

Expenses in all cases to be second class rail or car mileage (at public transport rate plus subsistence and hotel expense, at local authority rates) where necessary.

# Please ensure that this form is completed promptly and returned to University of Worcester for immediate payment