

## FEE/EXPENSES CLAIM FORM – EXTERNAL ADVISERS

## FOR COURSE APPROVALS

Please click on the link below to complete your personal and bank details.

For item 14 (University Contact name), enter the name of your AQU contact.

For item 15 (School/Department), enter “Academic Quality Unit”

<https://forms.office.com/r/E049ANqTpZ>

Please complete the details about the event you attended, and return the form to your Academic Quality Unit contact.

|  |  |
| --- | --- |
| **NAME OF CLAIMANT (BLOCK CAPITALS)** |  |
| Email address |  |
| Date(s) of Visit/Online meeting |  |
| Course Approval/Reapproval title |  |
| Signature of Claimant (Print/sign/scan or type name) |  |
| Date claim submitted |  |

**SUPPLIER ID DETAILS to be completed by AQU   
(**supplied by Purchasing from the Registration form)

|  |  |
| --- | --- |
| Supplier ID |  |
| Supplier Site |  |

|  |  |  |
| --- | --- | --- |
| **COURSE APPROVAL FEE** |  |  |
| Attendance fee (£175 per day) |  | £175.00 |
|  |  |  |
| **TRAVEL EXPENSES** |  |  |
| Rail Fare 2nd Class from x to Worcester |  | £ |
| Car mileage claimed at 45p per mile |  | £ |
| Parking fees |  | £ |
|  |  |  |
| **SUBSISTENCE EXPENSES**  (Please scan/photograph and attach any receipts) |  |  |
| Breakfast |  | £ |
| Lunch |  | £ |
| Dinner |  | £ |
|  | **TOTAL** | **£** |

|  |  |  |
| --- | --- | --- |
| Recommended for payment: Academic Quality Officer | Date |  |

*Please ensure that this form is completed promptly and returned to the Academic Quality Unit at the University of Worcester for payment.* [AcademicQualityTeam@worc.ac.uk](mailto:AcademicQualityTeam@worc.ac.uk)