**PR7 Non-University and External Personnel - Expenses/Fee Claim Form**

# Please read the ‘PR7 Fees/Expenses - Guidelines for claimants’ before completing this form

**Please tick the relevant box to state the nature of your claim**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fee Only** |  | **Expenses Only** |  | **Fee and Expenses** |  |  |

**Section 1: Personal details**

|  |  |
| --- | --- |
| **University of Manchester Ref No./ID No. (if known)\*** |  |
| **Title\*** |  |
| **Surname\*** |  |
| **Forename(s)\*** |  |
| **Date of Birth\*** |  |
| **National Insurance Number\*** |  |
| **Gender\*** |  |
| **Nationality\*** |  |
| **Address\*** |  |
| **Contact Telephone Number\*** |  |
| **Email address\*** |  |

\* This field is mandatory for HESA requirements on Fee payments. The claim is dependent on the information being completed.

**Section 2: Bank Details**

**UK Bank details** (please note all payments are made into a bank account, we no longer make cheque payments)

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Sort code (6 digits)** |  |
| **Account number (8 digits)** |  |
| **Building Society reference number** |  |

**None UK bank details** (If this space is not adequate please attach a separate sheet with instruction of how to process a foreign transfer from the UK)

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Branch address** |  |
| **IBAN OR Account number** |  |
| **Routing, Clearing number** |  |
| **SWIFT number** |  |
| **Specify currency\*** |  |

**Section 3: Details of fees/expenses claimed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty/Directorate\*** |  | **School/Institute/Dept.\*** |  |

\* These fields are mandatory on all PR7s

**Fees** . , Claims over 3 months old may be declined, please include an explanation by the authorised signatory.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Detail of fee claimed**  (please attach supporting documentation if available) | |  | | | | |
| **Category of work undertaken (See Guidelines)** | | |  | | | |
|  |  | |  | |  | |
| **Dates of work undertaken\*** | |  | | **Total number of HOURS worked\*** | |  | |

|  |  |
| --- | --- |
| **Total of fees claimed** | **£** |

**Expenses**

*NB:*Please submit **scanned** receipt(s) for each item of expenditure claimed. Tips are not reclaimable. Credit card statements, booking, registration or application forms, cheque stubs, etc. do not qualify as receipts. If receipts have been lost, or if the claim over 3 months old, please include an explanation by the authorised signatory. Claims without receipts may be subject to HMRC deductions. Claims over 3 months old may be declined.

|  |  |  |  |
| --- | --- | --- | --- |
| **Private car usage** | | | |
| From |  | | |
| To |  | | |
| **How to calculate the mileage and what rate to use**   * 45p per mile for the first 150 miles of a return journey * 25p per mile for all subsequent miles of any return journey | | | |
| No. of miles claimed @ 45p per mile | |  | **£** |
| No. of miles claimed @ 25p per mile | |  | **£** |
| Total Mileage claimed | | | **£** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rail/Air travel** Unfortunately, the University of Manchester can only process **standard** fare travel on all Rail and Air travel. | |  | **Taxi travel** | |
| **From** |  |  | **From** |  |
| **To** |  |  | **To** |  |
| **£** |  |  | **£** |  |

|  |  |
| --- | --- |
| **Hotel and subsistence – If applicable, please explain why Key Travel were not used to book the accommodation** | |
| **Give full details** |  |
| **£** |  |

|  |  |
| --- | --- |
| **Other expenses** | |
| **Give full details** |  |
| **£** |  |

|  |  |
| --- | --- |
| **Total of expenses claimed** | **£** |

**Section 4: Authorisation**

**By signing this form you are declaring that the fees/expenses being claimed are:**

1. In accordance with the University's Financial Regulations and Procedures
2. In respect of fees/expenses wholly necessarily and exclusively incurred whilst engaged on the business of the University
3. No other claim has been made or will be made to this or any other organisation for the fees/expenses claimed
4. Adequate funds are available from an approved budget

|  |  |
| --- | --- |
| **Signature of claimant** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Budget/Grant Holder signature:** To be completed by BUDGET or GRANT HOLDER, who is not the claimant, against the finance code detailed below. | |
| **Please print full name** |  |
| **Signed** |  |
| **Date** |  |

**All PR7s require two different signatures. If Budget holder is also an AUTHORISED signatory, another authorised signatory within the school must also sign the form. PLEASE TICK THE BOX BELOW\***

|  |  |
| --- | --- |
| **Authorised signature:** To be completed by an officially listed authorised signatory, who is not the claimant, from the school/institute/department detailed in Section 3. | |
| **Please print full name** |  |
| **Signed** |  |
| **Date** |  |

|  |
| --- |
| **In exceptional circumstances where the authorised signatory is also the budget holder, such as a conference organiser or research grant holder, and there is no second authorised signatory they may sign in both capacities and tick the disclaimer below.** |
| *I am able to confirm from personal knowledge that this claimant and the claim are genuine and all the expenses claimed are wholly, necessarily and exclusively for bona fide University purposes.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Finance code - MANDATORY** | **I&E code (mandatory)** | **Task code** (if applicable) | **Amounts (*mandatory)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Approved Total (GBP ONLY)** | | |  |

**Section 5: Checklist (to be completed by School/Department before sending to Fees & Expenses)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Has the claimant signed and dated the form?** |  |  |  |
|  | **Has a valid finance code been provided?** |  |  |  |
|  | **Has the claim been signed by the budget holder and a second authorised signatory?** |  |  |  |
|  | **Have valid bank details been provided?** |  |  |  |
|  | **For fees: Has a New Starter Checklist been completed and attached?** |  |  |  |
|  | **For expenses: Are all original scanned receipts attached or has information and an explanation been provided for missing receipts?** |  |  |  |

|  |  |
| --- | --- |
| **Any questions/queries about this PR7 please contact** |  |