

External Speaker Expenses Form

Name of Speaker: _____

Address: _____

E-mail: _____

Tel. No: _____

Date of Event: _____

Description of Event: _____

	Net	VAT	Gross
UCB contribution to expenses:			
Total			

If you are a UK taxpayer it is your responsibility to declare this payment to HMRC and to make any necessary income tax payments to them.

Payment details:

Payee Name: _____

Account Number:

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Sort Code:

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Internal use only:

Approval Stamp:

Goods/Services checked by:	
Budget Holder approval:	
Finance Office approval:	
Supplier No:	
Cost Centre:	
Account Code:	
Analysis/Asset Code:	5002

Invoice No (FISU Use Only): _____