

**UNIVERSITY COLLEGE BIRMINGHAM –  
REQUEST FOR PAYMENT OF FEES AND RELATED EXPENSES**

(for claimants who are NOT members of staff of the UCB)

<p>Name of Payee _____</p> <p>Address to which cheque is to be sent _____</p> <p>National Insurance No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p>Date of Birth <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p>Rate at which income Tax is payable (please tick relevant box) <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 40px; height: 20px; text-align: center;">Basic Rate</td><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px; text-align: center;">Higher Rate</td><td style="width: 40px; height: 20px;"></td></tr></table></p> <p style="text-align: center;"><b>Please note income tax will be deducted at the higher rate unless indicated otherwise above.</b></p>												Basic Rate		Higher Rate		<p style="text-align: center;">Date of Visit(s)</p> <hr/> <p style="text-align: center;">Programme(s)</p>															
Basic Rate		Higher Rate																													
<p>Agreed Fee _____</p> <p>Expenses (Give Details)</p> <p style="padding-left: 40px;">Rail Fare _____</p> <p style="padding-left: 40px;">Approved Mileage (@ .45p/mile) _____</p> <p style="padding-left: 40px;">Subsistence _____</p> <p style="padding-left: 40px;">Other _____</p> <p style="text-align: right; padding-right: 20px;">Total Fees &amp; Expenses</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">£</td> <td style="width: 15%; text-align: center;">p</td> </tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </table>		£	p																											
	£	p																													
<p>Signature of Claimant _____</p> <p>Signature of Budget Holder _____</p>																															
<b>FINANCE USE ONLY</b>																															
<p>Checked by: _____</p> <p>Examiners/Assessors/Verifiers fees <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table></p> <p>Less Income tax (if applicable) at <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 40px; height: 20px;"></td></tr></table> % <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table></p> <p style="padding-left: 40px;">Net Fees Paid <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">9</td><td style="width: 20px; text-align: center;">3</td></tr></table> £ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table></p> <p style="padding-left: 40px;">Expenses <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">9</td><td style="width: 20px; text-align: center;">3</td></tr></table> £ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table></p> <p style="padding-left: 40px;">Total Payment £ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td></tr></table></p>				5	0	9	3		5	0	9	3			<p>Account Code: <u>62090622</u></p>																
5	0	9	3																												
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<p>Pro-Vice-Chancellor (Finance) Signature _____</p>	<p>Entered: _____</p>																														