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| **SPECIALIST LECTURER CLAIM FORM** |
| Please complete this form (see back for details) and return to the employing Faculty. |

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| **DETAILS OF CLAIM** | |
| **Appointment ID:** | |
| **Faculty:** | |
| **Subject(s):** | |
|  | |
| **Date(s):** | |
|  | |
| **Fee/Hourly Rate**: | |
| **Total** |  |

|  |  |
| --- | --- |
| **VERIFICATION OF HOURS WORKED** | |
| Signed (responsible manager) |  |
| Dated |  |

|  |  |
| --- | --- |
| **AUTHORISING FACULTY** | |
| Signed (Head of Dept or Dean) |  |
| Dated |  |
| Expenditure Code |  |
| Signed Finance |  |
| Dated |  |

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| --- | --- | --- |
| **LECTURER DETAILS** **(BLOCK LETTERS)-** *PLEASE FILL OUT ALL THE FIELDS IN* ***BOLD*** | | |
| **(Mr/Mrs/Miss/Ms/Dr)** |  | |
| **Full Name** |  | |
| **Address** |  | |
| **Date of Birth** |  | |
| **NI Number** |  | |
| Please quote your NI No. otherwise contributions deducted will not be credited to you by the DSS. | | |
| **Are you employed by Brookes University in another capacity?** | | Yes/No |
| If yes please state the reason for a specialist lecturer claim: | | |
| **Employee No** |  | |
| **Is this your first claim?** | | Yes/No |
| If NO please supply recent dates of service | | |
| **BANK DETAILS – THIS MUST BE A PERSONAL ACCOUNT, IF YOU ARE WORKING THROUGH A COMPANY THIS CLAIM FORM SHOULD NOT BE USED** | | |
| Sort Code |  | |
| Account No |  | |
| Name in which account held |  | |
| Bank/Building Society Name |  | |
| Bank Address |  | |
| **FOR NON UK ACCOUNTS** | | |
| Swift Code |  | |
| IBAN No |  | |
| Name in which account held |  | |
| Bank Name |  | |
| Bank Address |  | |
| **ACCEPTANCE & DECLARATION** | | |
| I accept the offer of appointment on the terms and conditions as stated in the Contract of Employment issued to me and declare that the lectures on the dates and for the hours shown are taken by me in person. I confirm I have completed this claim form myself and that the bank details shown above are correct. | | |
|
|
| Signed |  | |
| Dated |  | |

**Specialist (Guest) Lecturer**

A Specialist (Guest) Lecturer is defined by HMRC as an external specialist who is invited to lecture for the University on no more than three sessions in three consecutive months or as an external specialist who is invited to speak at a lecture which is open to the public.

Only one-off lectures as defined above should be claimed on the Specialist Lecturer Claim Form. A specialist lecturer must not undertake any duties other than giving a lecture.

No tax or National Insurance contributions will be deducted from fees paid.

However, if more than three sessions in three consecutive months are claimed, all fees paid will be subject to tax and National Insurance. We may also receive notification from the HMRC to use a tax code to determine tax that is due on any future payments.

Reasonable expenses will be paid in line with University’s current expense policy. The current maximum mileage rate is 40p per mile.

The claim form and policy can be found here

<https://intranet.brookes.ac.uk/fls-intranet/finance/policies-and-procedures/>

The form is set up to be completed electronically as far as possible, but does require a physical signature.

Specialist Lecturers should claim as an external claimant.