

Occasional Worker Claim Form

The Claimant should complete **the shaded areas** of the form.

Please print clearly in Block Capitals

Home Address: Postcode:	Surname:	
	First Names:	
	National Insurance No.	
	Bank Sort Code:	
	Bank Account Number:	
Date of Birth:	<i>If you are over State Retirement Age you are not required to pay National Insurance Contributions. Please attach proof of your date of birth (copy birth certificate or passport)</i>	
Department:	Gender: Male / Female	Title: Miss/Mr/Mrs etc
E-mail:	Tel No:	

Details of Claim

Date(s) of Work	Details of Fee claimed and Expenditure Incurred ORIGINAL Receipts for Expenditure MUST be attached.	Amount
	Fee for Work <i>Please give full details of work undertaken and fees claimed. Continue on a separate sheet if necessary.</i>	£
	Expenses <i>Please give a full breakdown of expenses incurred and attach original receipts. Continue on a separate sheet if necessary.</i>	£
Your Departmental contact name:		Total £

I certify that the fees and expenses for which I claim payment relate to University business and have been necessarily incurred in carrying out official duties. I understand that all intellectual property rights arising out of the provision of this service will become the property of Manchester Metropolitan University. I have completed and signed the form overleaf.
Payment will be made **net** of any statutory deductions that are due.

Signature of Claimant:		Date	
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Please return the form to your Departmental contact.

Approved for Payment (Budget Holder):		Date	
Print name of Budget Holder:			
Cost Centre / Project code where the expenditure should be charged:			

For Official Use only

Checked Financial and Legal Services		Date	
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Description	Wage Type	Amount	Description	Wage Type	Amount
Fee (Teaching)	5105	£	Air Travel	2519	£
Fees (Other Work)	5110	£	Taxi Travel	2518	£
Bus Travel	2515	£	Subsistence	2500	£
Train Travel	2517	£			£

Have you undertaken any other work for the Manchester Metropolitan University for which you are awaiting payment or have you already agreed to undertake any further work in the future?	Please tick.	
	No	Yes
If "yes" please give details of dates and the department for which the work has been / is expected to be undertaken.		

Starter Checklist

Occasional Worker Statement

You need to select only one of the following statements A, B or C by ticking the appropriate box.

	A - This is my first paid job / engagement since last 6th April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
	B - This is now my only paid job / engagement but since last 6th April I have had another job , or received taxable Jobseekers Allowance, Employment and Support Allowance, or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
	C - As well as this new paid job / engagement, I have another job or receive a State or Occupational Pension.

I have a student loan which is not fully repaid and I left a course of UK higher education before last 6th April and I received my first Student Loan instalment on or after 1st September 1988.	No	Yes
<i>Select "No" if you do not have a Student Loan or if you are repaying your Student Loan direct to the Student Loan Company by agreed monthly payments.</i>		

Signature:		Date	
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The following questions only apply if you are NON RESIDENT in the UK and the whole of this work was performed outside the UK. If you are normally resident in the UK or have performed ANY of the duties in the UK you have no need to answer the following questions.

Has the work, to which this claim relates, been performed WHOLLY outside the UK?	Please tick.	
	No	Yes

Have you been resident in the UK before?	No	Yes

Do you intend to perform any further duties, to which this engagement relates, in the UK?	No	Yes

Signature:		Date	
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