**EXTERNAL ADVISER EXPENSES CLAIM AND PAYMENT FORM**

External Advisers are entitled to reclaim [“reasonable expenses”](https://www.stir.ac.uk/internal-staff/finance-office/payments/#panel34049-2) in relation to their duties. This includes subsistence and hotel accommodation while in attendance at the University and the cost of travel to and from the University.   
Please note all External Adviser payments are taxable at the Basic Rate unless the [Starter Checklist](https://www.gov.uk/government/publications/paye-starter-checklist) is completed and returned.   
Sections 1, 2 and 3 to be completed by the External Adviser. Section 4 to be completed by Academic Registry.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **EXTERNAL ADVISER DETAILS** | | | | | | | |
| Name |  | | | Date of Birth | |  | |
| Email address |  | | | National Insurance Number | |  | |
| Home address | | | |  | | | |
| Subject-Area under review: |  | | | Date of Review: | |  | |
| 1. **BANK DETAILS** (To be completed by Claimant if bank account details have not already been provided to the University or if there are any changes since last claim) | | | | | | |
| Name of bank | | |  | | | |
| Address of bank | | |  | | | |
| Sort Code (6 digits) | | |  | | | |
| Account Number (8 digits) | | |  | | | |
| 1. **DETAILS OF EXPENSES CLAIMED**   (Receipts and supporting documents should be submitted with each claim) | | | | | | | |
| 1. **TRAVEL** (E.g. Mileage, Train, Taxi) | | | | | | | |
| Date | | Details | | | Amount (£) | | |
|  | |  | | |  | | |
| 1. **SUBSISTENCE** | | | | | | | |
| Date | | Details | | | Amount (£) | | |
|  | |  | | |  | | |
| 1. **ACCOMMODATION** | | | | | | | |
| Date | | Details | | | Amount (£) | | |
|  | |  | | |  | | |
| **Fee:** | | | |  | | | |
| **TOTAL AMOUNT CLAIMED (£) (3185 360)** | | | |  | | | |
| **Claimant Signature:** |  | | | **Date:** | |  | |
| 1. **ACADEMIC REGISTRY AUTHORISATION** | | | | | | | |
| **Signed:** |  | | | **Date:** | |  | |

Please return the completed claim form with accompanying scanned receipts for processing to: [sacsadmin@stir.ac.uk](mailto:sacsadmin@stir.ac.uk)   
The University reserves the right to decline payment if the expense is considered unreasonable or excessive.