

Occasional Worker Claim Form

The Claimant should complete the **grey** **shaded areas** of the form and

attach **Right to Work evidence** in accordance with HR Policy.

Please print clearly in block capitals

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| **Section 1 – Claimant Details**FIN1C |
| Surname: | Address: |
| First Name(s): |
| Email: |
| Telephone No: | Post Code: |
|  |  |
| **Section 2 – Details of Claim** |
| Date(s) of Work | Details of fee claimed, and expenditure incurredORIGINAL receipts for expenditure MUST be attached | Amount |
|  | Fee for Work – *Please give full details of work undertaken and fees claimed. Continue on a separate sheet if necessary.* | £ |
|  | Expenses incurred – *Please give a full breakdown of expenses incurred and attached original receipts. Continue on a separate sheet if necessary.* | £ |
|  | Total | £ |
| Department work completed for: | Department contact name: |
| Are you a current MMU Employee? | No | Yes |
|  |  |
| If Yes, please provide your MMU ID number:  |

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| **Section 3 – Bank Details** *Please only complete one of the below sections*  |
| 3A – UK details |
| Name of Payee *(as per bank statement)*:  | Bank Name: |
| Bank Account Number: | Bank Sort Code:  |
| 3B – International details |
| Name of payee: |
| Swift Code: | Bank Name: |
| Account Number / IBAN: | Bank Address: |
| Routing Number *(if applicable)*: |
| Does this international account accept GBP payments? | No | Yes |
|  |  |
| If No, please specify account currency:  |

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| **Section 4** |
| 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 MMU. I certify that I am wholly responsible for disclosing to HMRC all fees for work paid to myself by MMU where relevant.  |
| Claimant Signature: | Date: |

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| **Section 5 – To be completed by the Department only** |
| Is Right to Work evidence required for this claimant? *Please see* [*Engaging Suppliers Guidance*](https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=8039) *for more details* | No | Yes |
|  |  |
| If Yes, has this been provided?  |  |  |
| Budget Holder Approval: | Date: |
| Print Name of Budget Holder:  | Cost Centre / Project Code *(where the expenditure should be charged)*:  |