

# LIVERPOOL JOHN MOORES UNIVERSITY EXTERNAL VERIFIER FEE AND EXPENSES CLAIM FORM

## External Verifier details:

Title	
Full name	
Address	
Postcode	
Email address	
Tel. No.	

**Bank details:** (Please note: failure to provide bank details will delay payment)

Bank Sort Code							Bank Account No.								
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## Details of claim:

*Please specify details and enclose receipts. Receipts MUST be provided for all expense claims, excluding car travel (Please see the [External Verifier Expenses Regulations](#) for further information)*

Annual Fee	£	P
To be inserted by the Academic Quality & Standards Team		

## Expenses:

Expense type	Activity this expense relates to (including dates), for example meetings with programme teams, apprentices, or employers, moderation activities etc.	Academic Year claim relates to	£	P
Car travel (please provide details below including total number of miles)				
Rail travel				
Air travel				
Other travel (please provide details below)				

Hotel accommodation				
Meals and subsistence				
Other (please provide details below)				

**TOTAL (to be inserted by the Academic Quality & Standards Team)**

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I certify that I have performed the duties as set out in the letter of engagement and terms and conditions, therefore I have incurred the above expenses and I am entitled to the payment. I note that payment will be credited to my bank account. (If you have any queries regarding this please contact the [Academic Registry Helpdesk](#))

Claimant's signature or e-signature:

Date:

<p><i>To be completed by: Apprentice Quality Assurance &amp; Admin Officer to facilitate payment of the annual fee.</i></p> <p>Confirm receipt of annual report: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Date annual report received:</p>
<p>Authorised Signature (Head of Academic Quality and Standards)</p>	<p>Date:</p>
<p><i>For collaborative provision only:</i></p> <p>Authorised Signature (Director of School)</p>	<p>Date:</p>

**Second row to be completed in relation to collaborative provision only.**

Segment 1 (Organisation)	Segment 2 (Cost Centre)	Segment 3 (Account Code)	Segment 4 (Source of funds)	Segment 5 (HESA cost centre)

**Completed forms should be sent to the Academic Quality & Standards Team**

**Data Protection Act 2018/GDPR:** LJMU requires the personal data on this form in order to process your expenses claim. The data may be shared with the HMRC or the University's auditors for tax and auditing purposes. The data is retained for six years after the end of the current financial year as required by the HMRC. **Tax:** Please note that the University will not deduct tax from payments made. External Verifiers will need to make their own arrangements.