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# Casual Academic Claim Form

**This section to be completed by the academic.**

**Please ensure that all sections are complete otherwise payment may be delayed.**

Name and Title (Dr/Mr/Mrs/etc):

Employee Number (if known):

National Insurance Number:

Address:

Note: Income tax will be deducted at basic rate and National Insurance contributions will be deducted if applicable.

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| --- | --- | --- | --- |
| **Dates** | **Hours****Teaching** | **Hours at flat hourly rate** | **Details of Work e.g. modules** |
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|  |  |  |  |
| **Total Hours Claimed** |  |  |  |

Signature of Academic:

Date:

Line Manager:

Department:

**This Section to be completed by Head of School.**

Checked and approved as a charge against the Academic allocation in my School.

Nominal Code (10 characters):

Project Code (if applicable):

Signature of Budget Holder:

Date:

**For Finance Use Only.**

|  |  |
| --- | --- |
| **E&D** | **Hours:** |
| **E&D** | **Hours:** |
| **Entered by (initials):** | **Date:** |
| **Checked by (initials):** | **Date:** |

Please email completed form to Salary Claims