

VISITING LECTURER/COLLABORATOR CLAIM FORM

Section A: (Please complete all fields)	CLAIMANT DETAILS
Name:	<input style="width:90%;" type="text"/>
Address:	<input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>
Contact Email:	<input style="width:90%;" type="text"/>
Purpose for Claim:	<input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>
Payee Bank Details:	
For Euro Payments within the EU	
IBAN Number:	<input style="width:90%;" type="text"/>
Bank Swift/BIC: (8-11 Characters)	<input style="width:90%;" type="text"/>
For all other worldwide payments (including GBP to the UK):	
Bank Account Number	<input style="width:90%;" type="text"/>
Bank Routing Number:	<input style="width:90%;" type="text"/>
Bank Sort Code: <i>and/or</i>	<input style="width:90%;" type="text"/>
Bank Swift/Bic:	<input style="width:90%;" type="text"/>

Section B: (if applicable)				
LECTURE DETAILS:	Date:	Detail & Number of Lectures:	Rate:	Amount:
PPS No.:	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
<i>(PPS No. Mandatory)</i>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
TOTAL:				<input style="width:90%;" type="text"/>
<i>NOTE: Visiting Lecturers can only give a maximum of 2 lectures (UCC wide) in any academic year. The onus is on the approver to determine if the visitor meets this criteria. By approving this claim you are confiring that this person meets the criteria for a visiting lecturer.</i>				
Code for Lecture(s):	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	
	<i>Account</i>	<i>Cost Centre</i>	<i>Project</i>	

Section C: (if applicable)				
EXPENSES CLAIM DETAILS:	Date:	Description:	Currency:	Amount:
Mileage KM (See Note 1)	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
Public Transport & Taxis	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
Accommodation:	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
Subsistence (See Note 2)	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
Other Expenses (See Note 3)	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>
TOTAL:				<input style="width:90%;" type="text"/>
Code for Expenses:	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	
	<i>Account</i>	<i>Cost Centre</i>	<i>Project</i>	

Signature of Claimant:	<input style="width:95%;" type="text"/>	Date:	<input style="width:95%;" type="text"/>
Signature of Authoriser:	<input style="width:95%;" type="text"/>	Date:	<input style="width:95%;" type="text"/>