**Please complete all fields. This form should only be used for the EEA (PR) and not for any other expenditure items, which should be claimed as normal via Concur.**

**Part 1 – Claimant**

|  |  |
| --- | --- |
| **School/Department** |  |
|  |  |
| **Claimants name**  |  |
|  |  |
| **Contact number** |  | **Employee number**(must be legible) |  |
|  |  |
| **Amount claimed**(GBP only) | £ \*Please see note 1 below |
|  |  |
| **Names of people for whom EEA (PR) is being claimed and relationship to employee** |  |
|  |  |
| **Confirmation attached** |  |  |

Declaration by claimant

By signing this claim form, I certify that I qualify for the EEA (PR) and have attached the transaction confirmation.

I understand that this is classed as a taxable benefit and therefore income tax and national insurance contributions will be deducted at the appropriate rate through Payroll.

**Any attempt to submit a false claim will be treated as a serious disciplinary offence.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

Note 1 – Claimable amount

As this is a taxable benefit, the University of Nottingham has made the decision to gross up the settlement fee by a rate of 40% to assist staff in covering the cost of the fee. The actual amount received by an employee after deductions will depend on the individual taxation circumstances.

Adult settlement fee claimable amount - £91.00

Child settlement fee claimable amount - £45.50

**Once completed please pass the form to your Financial Management Team via the School/Faculty Office for their approval, without this approval we can not settle the claim.**

**Part 2 – Approval – Financial Management ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by**(please print name) |  | **Contact number** |  |
|  |  |
| **Signature** |  | **Date** |  |
|  |  |
| **Job title** |  |
|  |  |
|  |  |
| **Project code** |  |
|  |  |

Declaration by Financial Management approver

I am satisfied that the criteria for this non-standard expenses claim have been met and have checked the receipts for accuracy.

How the payment is made

Payment will be made via Payroll Services with the claimant’s salary. If this claim is received and approved by Travel and Expenses Services before the 14th of the month, the claimant will be paid that month. If received and approved after the 14th of the month, payment will be made in the following months’ salary.

**Please send FULLY completed and approved original copy form to: Travel and Expenses Services, Room B50, King’s Meadow Campus, NG7 2NR.**

**FOR TRAVEL & EXPENSES USE ONLY**

**2007**

**Payment Code**

**Rejected**

(Reason for rejecting claim)

**Date returned**

**to Approver**

**Claim Input by** **Date**