

**FINANCE DEPARTMENT**

**FOREIGN SPEAKERS PAYMENT FORM**

**Personal Details**

Surname:..... Nationality:.....  
 Forename:..... Date of Birth:.....  
 Title:.....

Home Address:.....  
 .....

Name and Address of Employer in home country:.....  
 .....

**Payment details**

Department:.....  
 Details of work done:.....

<b>Dates of attendance at Goldsmiths</b>	
<b>Amount Paid £</b>	
<b>Item Code (to be filled in by Dept)</b>	
<b>Analysis Code (to be filled in by Dept)</b>	

**Expenses**

<b>Date of expenditure</b>	<b>Nature of expenses – Travel, Subsistence, Accommodation, Other... (PLEASE ATTACH RECEIPTS)</b>	<b>Item Code (to be filled in by Dept)</b>	<b>Expenses claimed £</b>
	<b>Analysis Code (to be filled in by Dept)</b>	<b>TOTAL</b>	

**Bank Details**

Bank A/C no.....

Bank sort code:.....

Name and Address of Bank:.....

International Bank Account Number (IBAN).....

BIC/Swift code/Routing Code :.....

For countries without IBAN e.g. America, we are quite happy to have BIC/Swift code/Routing Code together with the account number.

Claimant's signature:.....

Date:

Authorised signature:.....

Date:

**Please send completed form with receipts to Payroll. Incomplete forms will be returned unpaid.**

**NOTES**

It is a legal requirement that the information given is both comprehensive and accurate.

All claims to be paid must be received by the Payroll department no later than the 5<sup>th</sup> of the month if they are to be included in that month's payroll.

If you have any queries, please phone Priscilla Victor on 020 7919 7926.