

RESEARCH PARTICIPANT AND INVOLVEMENT PAYMENT FORM

Please complete all highlighted sections

PUBLIC CONTRIBUTOR/PARTICIPANT DETAILS

Title		Forename[s]		Surname	
Address					
Email					
Have you provided your bank details to the University previously?				Yes	No

If No, or if your bank has changed recently, please complete bank details on the second page of this form

Department/Centre	School of Arts and Creative Technologies
Research project	Co-creating Accessible, Immersive Audio Heritage Experiences

DETAILS OF CLAIM (Please attach all receipts – these may be scanned and attached via email)

Travel type (Please state rail/ car/bus/air/taxi)	Date of activity	Travel from	Travel to	Miles	@45p	Sterling including VAT, If other currency, state:	
						£	p
			Yorkshire Museum YO1 7FR				
		Yorkshire Museum YO1 7FR					
Other expenses (please list and give details)							
					TOTAL EXPENSES		
					DETAILS OF FEE - if applicable		
CLAIMANT SIGNATURE: _____					DATE: _____	TOTAL	

For office use

AUTHORISATION:		Department:	Print Name:		
		Date:	Signature:		
Description to appear on finance reports:					
Account	Analysis xxxxx	Workorder xxxxxxxx	Account Code Description – do not change account code from 2382	VAT code	Sterling £/p including VAT, If other currency, state:
2382			Research participant payments and expenses	P4	
2382			UK Travel - Car Mileage	P4	

2382			UK Travel - Rail/Coach/Bus/Tram/Ferries/Underground	P4		
etc			etc			
				TOTAL		



UK BANK ACCOUNT (GBP)								
Please complete for first claim or if details have changed. <i>Please complete in capital letters.</i>								
Name								
Email address								
Name of Bank								
Account number								
Sort code					-		-	
Signed (type signature if completing online)								
Print name								
Date								

NOTES TO THE RESEARCH PARTICIPANT CLAIM FORM

1. PAYMENT

Payments will be made by BACS directly to your Bank/Building Society account. Please complete details above.

Claims should be made as soon as possible after the participation and with a 3 month limit.

2. AUTHORISATION

All claims must be signed by the claimant and authorised by the relevant authorised signatory in the Department.

3. RECEIPTS

All claims must be supported by valid receipts as far as is practical [excluding mileage]

4. TRAVEL

Travel by car rates i.e. mileage must not exceed those set out in the travel and expenses policy

5. FEE PAYMENTS

Fee payments should not exceed the amounts set out in the Payment of Individuals involved in Research policy.