



Queen Mary
University of London

Barts & The London

Admin Guide for ACFs & CLs



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IAT Contacts at QMUL

NIHR IAT Programme Academic Leads

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NIHR IAT Programme Administrator

tbc

Email: iatadmin@qmul.ac.uk

Clinical Academic Training School Manager

Bijal Tailor

Email: b.tailor@qmul.ac.uk

Mailing list – contact to IAT team and other fellows

We have set up the following group emails for IAT trainees:

- acfs@qmul.ac.uk – *all current ACFs only*
- clinicallecturers@qmul.ac.uk – *all current CLs only*
- iattrainees_all@qmul.ac.uk – *all current trainees in the programme*

All trainees will have access to two of these. We've added you with the email provided by Health Education England during the recruitment process. If your email changes or you'd like to add any further emails please let us know. Only registered emails will be able to send to these groups.

Please note that any replies to group emails automatically go to the entire group.

The IAT team will use the group emails to circulate relevant information that may require responses from trainees. Other than that the email groups were set up for your use. So if you have queries or suggestions with regards to the IAT programme or your posts that may be of interest to your fellow trainees or where you'd find their input helpful please feel free to email the group via these emails. The IAT team are also on all these email groups so we'll know what's being discussed and can pitch in as required.

For anything relating to your individual post or situation please contact the IAT team directly on iatadmin@qmul.ac.uk

Additional information is available on the IAT website:

<https://www.qmul.ac.uk/fmd/study/postgraduate-taught/integrated-academic-training-nihr-iat/>

Bursary guide

All fellows on the NIHR IAT programme are entitled to a £1,000 bursary each financial year. All National Institute for Health Research (NIHR) ACFs and CLs are eligible.

The bursary cannot be used for consumables and can be used for *attending academic meetings and conferences* that are an important part of ACF/CL training.

To apply for these bursaries, trainees have to complete the NIHR bursary application form (*Appendix 1 to this document*) together with their academic supervisor and email signed copies to iatadmin@qmul.ac.uk

The joint QMUL NIHR IAT Academic Leads will review and approve or reject applications.

If approved, funds will be transferred to the budget specified on the application form. This is normally the EdA of the supervisor or a specific budget for NIHR IAT trainees. The latter normally is set up in departments with a significant number of trainees.

Trainees will have to confirm what arrangements are in place locally. This is best done by speaking to the local centre manager or administrator.

Following the payment of the bursary into the local budget, trainees can then claim their expenses against the local budget through the administration of their centre according to QMUL guidelines (*see Claims Procedure*).

As a condition of this funding, trainees are expected to submit a brief report, including a breakdown of costs, on how the funds have been used, at the latest by the end of each fellowship.

Approval of the bursary application must be obtained before any expenditure. Requests should be made at least six weeks in advance to ensure enough time for the transfer of funds. Retrospective applications will not be considered under any circumstances.

A central record of all applications is kept by the NIHR IAT administration.

For locally funded posts, a £1,000 bursary for each financial year should be provided by the department where the post is based. Access to this will be administered locally and trainees will have to speak to their respective academic supervisors and centre managers / administrators regarding details.

However, locally funded ACFs and CLs may still apply to the central NIHR IAT administration at QMUL for bursary funds. Applications for eligible expenses will be approved if funds are available. If there are insufficient funds in the central budget to cover locally funded posts' bursaries the application will be referred to the centre where the trainee is based.

Research Education Fund guide

NIHR-funded ACFs have access to the Research Education Fund. ACFs are strongly encouraged to seek postgraduate qualifications during their fellowship.

The available funding is £4,000 or applicable course fees, whichever is the lower amount, as a one-off fund for each ACF.

Queen Mary offers a PGCert in Clinical Research at QMUL (course code A3U8). Information on the course and links to the online application for admission can be found online: <https://www.qmul.ac.uk/postgraduate/taught/coursefinder/courses/151595.html>

To apply for funding, trainees should contact the NIHR IAT Programme administrator via email iatadmin@qmul.ac.uk with their request and intended entry date. Please contact the NIHR IAT Programme administrator prior to applying for admission.

If a fellow wishes to attend another degree-bearing course instead, inquiries can be made to the NIHR IAT Programme administrator via email iatadmin@qmul.ac.uk. Details of the course, including title and description, online link to course and fee details are essential as is a justification of the reason why this course would be beneficial for the fellow's academic development.

The Research Education Fund is not available to the locally funded ACF posts, ACFs who already hold a PhD degree, or CLs.

The joint Queen Mary NIHR IAT Academic Leads will review and approve or reject applications.

If the course fee is above the available £4,000 amount, any difference between the applicable course fee and the available fund of £4,000 must be covered by other sources and the ACF and their supervisor must confirm this funding is in place before approval can be granted.

For all courses, approved funds will be transferred to the budget specified by the applicant. This is normally the grant code (or EdA) of the supervisor or a specific budget for NIHR IAT trainees within the department.

Following the payment of the funds into the local budget, trainees can then claim the course fees against the local budget through the administration of their centre according to Queen Mary guidelines (see *Claims Procedure*).

For internal Queen Mary courses it may be possible to process fee payment directly from the department to the Queen Mary Fees' Office.

This is best clarified by speaking to the local centre manager or administrator.

Claims procedure

Following the payment of a bursary or Research Education Fund allocation into the local budget, trainees can then claim their expenses against the local budget through the administration of their centre according to QMUL guidelines.

For the latest Travel and Expenses Policy and expense claim form, please go to: <http://qm-web.finance.qmul.ac.uk/financeforms/index.html>

A copy of the current expense policy is available here: <http://www.arcs.qmul.ac.uk/policy/> .

All claims will be processed locally at the centre where trainees are placed. Trainees have to make sure they speak to the relevant administrative staff in their centre to ensure claims are processed correctly. This means for example ensuring the claim form is signed by the appropriate person for approval, submitted to and by the appropriate person, states correct budget information etc. As this is handled locally, the central NIHR IAT administration won't be able to advise on this.

All claims have to be made within three months of incurring the cost.

Admin contacts

While academic supervisors are overall responsible for ACFs and CLs during their time at Queen Mary, contact to the responsible administrative staff at each centre is crucial.

Trainees are advised to contact their local centre manager or administrator to ensure they are aware of the relevant procedures and guidance during their time at Queen Mary.

Administrative staff will most likely deal with fund transfers as relating to bursaries or Research Education Fund and process subsequent expense claims. They are also likely to process honorary contracts as required (see *Honorary Contracts guide*).

A collated list of current administrative staff in all specialities is below.

Speciality	Academic lead	email	centre manager / admin	email2
Anaesthetics	Zudin Puthuachary	z.puthuachary@qmul.ac.uk		
<i>Anaesthetics - secondary supervisor</i>	<i>Dr Gareth Ackland</i>	g.ackland@qmul.ac.uk	<i>Amanda Craddock</i>	a.craddock@qmul.ac.uk
Cardiology - academic lead	Prof Steffen Petersen	s.e.petersen@qmul.ac.uk	Jane Batchelor	j.batchelor@qmul.ac.uk
Cardiology - education lead	Dr Mark Westwood	markwestwood1@doctors.org.uk		
Clinical Pharmacology and Therapeutics	Dr Ajay Gupta	ajay.gupta@qmul.ac.uk		
Dentistry – All Specialities	Dr Vanessa Muirhead	v.muirhead@qmul.ac.uk	Shirley Goodey	s.a.goodey@qmul.ac.uk
Dermatology	Prof Edel O'Toole	e.a.otoole@qmul.ac.uk	Sam Matthew	s.matthew@qmul.ac.uk
Diagnostic Neuropathology	Prof Silvia Marino	s.marino@qmul.ac.uk	Shirley Dankyi-Larbi	s.dankyi-larbi@qmul.ac.uk
Emergency Medicine	Prof Tim Harris	tim.harris@bartshealth.nhs.uk	no admin support	
Emergency Medicine	Ben Bloom	b.m.bloom@qmul.ac.uk		
Endocrinology and Diabetes Mellitus	Prof Will Drake	w.m.drake@qmul.ac.uk	Sharon Ajodha	s.j.ajodha@qmul.ac.uk
Gastroenterology	Dr William Alazawi	w.alazawi@qmul.ac.uk	Ashley Kingston	a.kingston@qmul.ac.uk
General Practice	Dr Sarah Finer	s.finer@qmul.ac.uk	Patrick Mullan	p.mullan@qmul.ac.uk
General Practice	Dr Victoria Tzortziou-Brown	v.tzortzioubrown@qmul.ac.uk		
General Surgery	Professor Karim Brohi	k.brohi@qmul.ac.uk		
<i>General Surgery (Trauma Unit)</i>	<i>Dr Ross Davenport</i>	ross.davenport@qmul.ac.uk		-
Haematology	Inderjeet Dokal	-	Shirley Dankyi-Larbi	s.dankyi-larbi@qmul.ac.uk
Haematology - Malignant / Haemato-Oncology	Prof John Gribben	j.gribben@qmul.ac.uk		
Histopathology	Prof Silvia Marino	s.marino@qmul.ac.uk	Shirley Dankyi-Larbi	s.dankyi-larbi@qmul.ac.uk
Intensive Care Medicine	Zudin Puthuachary	z.puthuachary@qmul.ac.uk		
Medical Oncology	Prof Nick Lemoine	bci-director@qmul.ac.uk		
Neurology	Prof Gavin Giovannoni	g.giovannoni@qmul.ac.uk	Stephanie Gardner Nataly Murphy	stephanie.gardner@qmul.ac.uk n.murphy@qmul.ac.uk
Neurosurgery	Dr Edward McKintosh	edward.mckintosh@bartshealth.nhs.uk		-
Obstetrics and Gynaecology	Dr Stamatina Iliodromiti	s.iliodromiti@qmul.ac.uk	Farzena Khanom	farzena.khanom@qmul.ac.uk

Genito-Urinary Medicine	Chloe Orkin	c.m.orkin@qmul.ac.uk		
Paediatrics	Prof Andrew Prendergast	a.prendergast@qmul.ac.uk	Shirley Dankyi-Larbi	s.dankyi-larbi@qmul.ac.uk
Psychiatry - All Specialities	Prof Ania Korszun	a.korszun@qmul.ac.uk	Victoria Amoah	v.amoah@qmul.ac.uk
Renal Medicine	Professor Magdi Yaqoob	m.m.yaqoob@qmul.ac.uk		
Respiratory Medicine	Paul Pfeffer	p.pfeffer@qmul.ac.uk		
	Louisa James	louisa.james@qmul.ac.uk		
Rheumatology / Sport and Exercise Medicine	Prof Costantino Pitzalis	c.pitzalis@qmul.ac.uk	Janice Haycocks	j.haycocks@qmul.ac.uk
Trauma & Orthopaedic Surgery	Xavier Griffin	x.griffin@qmul.ac.uk	Lauren Exell	l.exell@qmul.ac.uk
Urology	Prabhakar Rajan	p.rajan@qmul.ac.uk		

Please note that while every effort is made to keep the list up-to-date staff changes may have occurred since this list was compiled. Asking for the responsible job title may be necessary to identify the right person.

Honorary contracts guide

ACFs have to be covered by an honorary contract with Barts and The London School of Medicine and Dentistry while at Queen Mary. Please see QMUL procedure in Appendix 4

Academic Leads and Centre Managers/Administrators will facilitate honorary contract applications.

The application form is in Appendix 5 and also available online
http://www.hr.qmul.ac.uk/procedures/hon_visiting/index.html.

The application should be completed as Clinical Research Associate and submitted to the Centre along with a CV and passport copy.

Appendix 1

NIHR Bursary Funding Application - Integrated Academic Training Programme

Part 1 - Applicant's details					
Surname:		Forename:		Title:	
Address:			Hospital/Institution:		
			Speciality:		
Email:			Telephone number:		
Post (ACF/CL):		Date commenced:		Date post due to cease:	

Part 2 - Purpose of funding	
Please describe: <i>Please include cost breakdown, dates of events, URL if available</i>	Venue:

Part 3 - Previous NIHR bursary statement (this must be completed)
Please give details of funding applied for, with costs breakdown, previously during your post:

Part 4 - Academic or research supervisor statement	
I have discussed this application for funding with the trainee ACF/CL and support this request.	
Signature:	Date:
Name:	Email:
Title of Current Position:	QMUL budget code:

Part 5 - Applicant's declaration	
I certify that I have read the guidelines and that all the above information is correct.	
Signature:	Date:

Retrospective applications will not be considered under any circumstances.

NIHR Bursary

The NIHR provides £1,000 per financial year per trainee to Queen Mary University of London (QMUL). QMUL is responsible for managing the bursary fund and approving expenditure against the bursary. These notes provide guidance on applying for funding from an ACF or CL bursary. All funding requests must be agreed by the Academic or Research Supervisor and approved by the QMUL NIHR IAT Academic Lead.

Eligibility Criteria

National Institute for Health Research (NIHR) ACFs and CLs are eligible.

Purposes for which Funding may be granted

The bursary cannot be used for consumables and can be used for attending academic meetings and conferences that are an important part of ACF/CL training. Please note that funding allocated will not exceed £1,000 in any academic year (August - July).

Applications

- The form allows you to provide a brief plan of how you plan to use the funds, and must be agreed by your Academic Supervisor.
- Completed electronic forms should be sent to the QMUL NIHR IAT Programme Administrator at iatadmin@qmul.ac.uk for approval.
- If approved, funds will be transferred to the specified budget (likely the EdA of the supervisor), where trainees can then claim against them through the administration of their centre according to QMUL guidelines (for the latest Travel and Expenses Policy and expense claim form, please go to: <http://www.arcs.qmul.ac.uk/policy/>).
- As a condition of this funding, you are expected to submit a brief report, including a breakdown of costs, on how the funds have been used, at the latest by the end of your fellowship.
- Please ensure you have obtained approval before any expenditure. Requests should be made at least six weeks in advance to ensure enough time for the transfer of funds. Retrospective applications will not be considered under any circumstances.

Appendix 2

QMUL Travel and Expense Policy_November 2018

Queen Mary University of London

Expenses policy

Including travel, accommodation,
subsistence and other expenses

Approved at QMSE:	6 November 2018
Approved by FIC:	13 November 2018
Approved by ARC:	14 November 2018
Approved by Council:	29 November 2018
Prepared by:	Deputy Director of Finance, Financial Control
Version 2	

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1. Principles

- 1.1. This policy sets out the rules for claiming and incurring travel, accommodation, subsistence and other expenses.
- 1.2. This policy applies to **all staff** of the University, its subsidiary undertakings and any persons on University business.
- 1.3. If an external grant or research funder stipulates higher financial limits this University policy will take precedence. If external funders stipulate lower financial limits then the external funder requirements will take precedence as this will represent the maximum they are willing to reimburse.
- 1.4. The University is a charity, receives public funds and is subject to Freedom of Information requests. It is also subject to considerable external scrutiny from funders and their auditors. The purpose of this policy is to assist staff to comply with the University's requirements, to understand what can and cannot be claimed for and what is considered reasonable. Compliance with the policy affords staff protection from unwarranted accusations as well as helping the University achieve sustainable travel and its value for money objectives.
- 1.5. The University will reimburse staff for expenses which they actually, necessarily and exclusively incur in the course of official University business:
 - only costs which are incurred as part of the University's business will be reimbursed;
 - only actual costs incurred will be reimbursed;
 - all claims for expenses should be: made within 3 months of the date of the expenditure; receipted and approved by line managers/budget holders (or online approvers)
- 1.6. **The University reserves the right to refuse reimbursement for any claim which does not conform to this policy.** The Finance Department will review all claims that exceed mandatory or guideline amounts and refer those who persistently exceed guidelines to the Deputy Director of Finance (DDF). The DDF may ask claimants for their justification and has the right to impose restrictions on current and future claims.
- 1.7. Staff are not expected to be out of pocket or fund University activity but they should expect to be held accountable for their expense claims, to justify and substantiate their claims and to adhere to the mandatory rules and advisory guidelines set out in this policy document.
- 1.8. Staff have a duty to ensure that University funds are applied appropriately and represent value for money.
- 1.9. Abuse of this policy may be dealt with using the University's conduct procedure and/or the University's fraud policy.
- 1.10. Compliance with this policy will ensure that the member of staff, or the University, does not incur a tax or national insurance liability and that staff need not report expenses on their tax returns. Responsibility for compliance with this policy rests with members of staff making claims for the reimbursement of expenses and their approving line manager/budget holder (or online approvers).
- 1.11. This policy sets mandatory and guideline rules or financial limits:
 - **Mandatory rules or financial limits** must be complied with;
 - **Guideline rules or financial limits** set out reasonable levels of expenses. There

may be circumstances where staff **and** the approving line manager or budget holder agree to operate outside these guidelines and in all such circumstances this must be subject to prior written agreement with line manager/budget holder.

2. Incurring and Claiming Expenses

- 2.1 There are a number of ways in which business expenses can be incurred or claimed. This policy applies to all business expenses regardless of the method by which they are claimed or the source from which they are funded.
- 2.2 Where existing purchasing channels exist these should be used. For example the purchase of laptops; mobile devices and mobile phones should only be made via IT Services; other IT equipment & consumables, stationery etc the Purchase to Pay process with an order raised to an approved supplier should be used.
- 2.3 Payments to individuals in lieu of salary, including payment via vouchers or other reward or incentive, should not be made. Please refer to HR guidance when making payments to individuals.

Purchasing Cards

- 2.4 Purchasing cards are a convenient and cost effective way to procure goods and services, including travel and hotels. Purchasing cards are held by individual members of staff who are frequent travellers and/or who undertake procurement activities on behalf of a department or school.
- 2.5 When Purchasing cards are used to procure travel, accommodation or subsistence related costs the mandatory and guideline rules and financial limits set out in this policy document apply. The Travel Management Companies (TMC) should be used for travel and accommodation unless an exceptional reason is given not to, for example a Conference event may recommend accommodation which is permissible, though staff and their authorisers must consider the quality and location.

Expense Claims

- 2.6 The University does not expect staff to be out of pocket as a result of undertaking University activity. However, there will be instances where this happens and where a purchasing card will not be accepted or the member of staff is not a card holder. In such instances staff should promptly reclaim their out of pocket expenses through the University's expense claims system.
- 2.7 Claims should be made as soon as possible after incurring the cost of the travel/activity. Any claims submitted after 3 months after the purchase of the travel/activity will be declined for payment unless there are exceptional circumstances for the delay.
- 2.8 All receipts should accompany the expense claim: either scanned, uploaded and attached to online expense claims or if submitted on paper attached to the claim. Missing receipts will delay payment of expenses and will not be reimbursed.
- 2.9 Staff should retain original receipts until the claim has been approved in case further verification is required.
- 2.10 Original receipts will need to be retained if it is a funder requirement, such as expenditure relating to EU funded projects.

Advances

- 2.11 In some circumstances staff travelling overseas may be granted a cash advance to fund business expenses. Typically this applies to countries that do not have a developed financial services infrastructure and that rely on cash to transact business.
- 2.12 Expenses funded from an advance are subject to the same terms of this policy as any other method of funding expenses.
- 2.13 The advance will only be cleared once receipts are received and to the extent the advance was greater than the expenditure the cash returned.
- 2.14 Advances not cleared, either by receipts or reimbursing the money, within one month of the end of the visit the amount will be deducted from the individual's salary.

3. Travel

Business Travel

- 3.1 The University's finance website addresses issues such as insurance, procurement, approved suppliers and sustainability. Staff intending to travel are encouraged to refer to these pages ahead of making any travel arrangements.
- 3.2 The University will only reimburse the costs of necessary business travel. This is defined as travel from one workplace to another on University business, enabling staff to perform their work duties.
- 3.3 Payment for the cost of travel between home and the workplace (including week-ends) is only payable in exceptional circumstances when approved by the claimant's line manager/budget holder on advice of the HR Business Partner. Approved home to work journeys are a taxable benefit so should be claimed via the Payroll system and not the Expenses system.
- 3.4 The University will not fund the costs of partners accompanying staff unless the partner is assuming an official University role, such as hosting official receptions, and written line manager approval has been obtained prior to travel. If a member of staff wishes to extend an overseas visit into a holiday, and/or take family members with them, all non-University business costs must be borne in full by the member of staff.
- 3.5 Air miles and similar reward scheme benefits earned through official travel may be used to "purchase" enhanced facilities on University business travel such as seat or facility upgrades or to obtain access to facilities such as priority booking or departure lounges. They must not be used for personal benefit.
- 3.6 The Travel Management Companies (TMC) should be used for travel and accommodation unless an exceptional reason is given not to, for example a Conference event may recommend accommodation which is permissible, though staff and their authorisers must consider the quality and location.
- 3.7 The contracted Travel Management Companies (TMC) offers a range of benefits such as a reactive emergency response where an incident has occurred and access to a wider range of ticket rates and options than can be found through internet searches. The TMC will also try to price match – it is advised to use the TMC for these reasons.

Value for Money

- 3.8 In planning and procuring their travel arrangements staff must ensure they achieve best value.
Value for money may be achieved from the choice of service, time of travel, type of ticket and travel agent, and is generally maximised if travel arrangements are booked well ahead.
- 3.9 The University has established relationships with several approved suppliers and using these contracts for flights, train, ferry, car hire and hotel bookings should help to achieve 'good value'. Details on contracted travel agents and suppliers can be found here: [Travel and accommodation](#)
- 3.10 However, staff may use other arrangements to book their travel where they can demonstrate that this provides better value for money. Time spent searching and booking travel including the potential cost of cancellation should also be factored in when using non-approved arrangements.

Rail & Coach Travel

- 3.11 Travellers should book well in advance and wherever possible take advantage of saver or super- saver tickets.
- 3.12 Timed returns should always be booked unless it is not possible to estimate with certainty your time of return, in which case open-returns may be booked.
- 3.13 Travellers are expected to travel **standard class**, however first class travel may be booked where this is cheaper than published standard class fares for timed arrivals and departures (ie not open ended standard class returns) which can be the case depending on the date bookings are made. An explanation will need to be provided.
- 3.14 Wi-Fi costs will be reimbursed if this is used for University business.

Sea travel

- 3.15 A standard cabin accommodation is permitted when the crossing is over 6 hours.

Air Travel

- 3.16 Staff are expected to fly **economy class**.
- 3.17 However, in certain circumstances it is permitted to fly in other classes based on the following guidelines and with the specified approvals:

GUIDELINE

Flight Duration	Any flight duration	Over 4 hours and up to 7 hours	Over 7 hours	Not permitted
Class	Economy	Premium Economy	Business	First Class

- 3.18 The circumstances that can apply to staff travelling other than economy class are:
- where there is a demanding work schedule eg. a short time between a flight landing and the commencement of University duties or where there are multiple flights over an extended period being taken;
 - where a funding sponsor permits higher classes and will reimburse the full cost (excluding first class which is not permitted)
 - medical and/or disability grounds;

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- where it is cheaper or the same price to fly at a higher grade, excluding first class

3.19 If circumstances warrant flying other than economy class the following apply:

- Any flight, other than economy class, requires the prior written approval of the Head of School/Institute.

3.20 There is usually an additional premium for air travel extras if not booked in advance. Acceptable costs for air travel extras include baggage charges if these are booked in advance.

3.21 Unacceptable cost examples are seat reservation fees and excess baggage charges made at check in if these charges could have been avoided at the time of making the booking.

Motor Vehicles

3.22 The following order of priority should be adhered to when travelling on official business by private vehicle: 1. Hire car and fuel and then 2. Private vehicle.

3.23 Prior authorisation for use of a private vehicle is required and the reasons for use rather than public transport documented.

3.24 Staff will only be reimbursed expenses which they actually and necessarily incur in the course of official travel using their own vehicle. Mileage allowances are paid for the actual distance necessarily travelled, excluding the cost of home to work journeys.

3.25 To claim mileage a driver must provide a copy of their current motor insurance and attach this to the claim. Motor insurance must be valid for business use. Budget holders should not authorise any mileage claims unless they have verified that the claimant holds valid motor insurance that permits business use.

3.26 Car parking charges, road and bridge tolls and congestion charges associated with business travel will be reimbursed.

3.27 Car parking charges for a member of staff normal work place, speeding fines, parking fines, congestion charge non-payment fines or any other penalties will not be reimbursed.

Hire cars

3.28 Bookings must be made using the University's contracted suppliers. Personal mileage is not permitted. Class M or MPVs should only be hired to accommodate four or more people plus equipment and. Details are available from: [Car Hire](#)

3.29 Actual fuel costs incurred will be reimbursed only if receipts are provided. Drivers should comply with the car rental refuelling policy to ensure that the University does not incur a refuelling fee.

Private vehicle rates

3.30 Claimants using their private vehicle are paid a standard mileage. Current rates applicable are:

MANDATORY

Transport	Miles	Amount
Private Motor Car	Up to 10,000 miles a year	45p
Motor Cycles	All mileage	24p
Bicycle	All mileage	20p
Passenger supplement	Per passenger per mile	5p

- 3.31 When transporting colleagues to a business event in a private car, the vehicle owner may claim a passenger allowance.

Taxi travel

- 3.32 Taxi fares may be claimed where no suitable public transport is available or when travelling in an unknown locality or where public transport is infrequent.
- 3.33 Taxi fares may be reimbursed to or from home or from the office to home where the journey commences either before 6.30am or after 9.00pm and where alternative methods of public transport are not readily available. In exceptional cases taxis may be used to travel home for welfare reasons and/or where there are issues of personal safety. Such cases require the prior written approval of line managers/budget holders. Approved home to work journeys are a taxable benefit so will be reported to Payroll for inclusion on the individuals P11d disclosure.
- 3.34 Taxi fares should be recouped through an expense claim.

Tube travel

- 3.35 Documented individual business journeys can be claimed using evidence from a Transport for London (TfL) account. If your expense has already been incurred you can still access records by opening an account within 7 days of travel.
- 3.36 Alternatively a paper ticket can be submitted in support of the business travel.

4. Accommodation

- 4.1 Employees travelling on business should obtain accommodation in a reasonable quality hotel, taking into account value for money, location convenience and health and safety.
- 4.2 Hotel accommodation varies per location and is demand-driven and typically best rates are obtained when booking well in advance of stays. The university travel management companies should be contacted in the first instance.
- 4.3 The university does not approve the use of AirBnB, or similar, as the University cannot guarantee meetings its Duty of Care requirements to ensure the travellers safety in this type of accommodation. It is, for instance, unknown if the party offering the accommodation holds relevant insurances and the accommodation may not have been assessed for fire safety, building or wiring codes or have appropriate fire alarms, exits etc. AirBnB are not liable in the event of death or personal injury.
- 4.4 Accommodation provided within five miles of a member of staff's permanent workplace will qualify as a taxable benefit and will be reported to Payroll for inclusion on the individuals P11d disclosure.
- 4.5 Allowable hotel expenses include: car parking, Wi-Fi (if used for business purposes), laundry (if staying for 5 or more consecutive nights).
- 4.6 Non-allowable hotel expenses that cannot be claimed for include: pay-as-you-go TV/videos/games, leisure facilities, mini-bar drinks and snacks, newspapers.

UK accommodation rates

- 4.7 As a guideline accommodation is expected to be of UK 3 star standard. In exceptional circumstances these may be exceeded provided the prior written approval of the budget

holder is obtained and both the member of staff and the approving budget holder consider that circumstances warrant the incurrence of higher costs (such as the hotel being the nominated conference hotel – often obtained at a discounted rate).

Overseas accommodation rates

- 4.8 HMRC provide benchmark scale rate expenses payments for accommodation. This publication should be referred to as a guide of what room costs are expected prior to booking: [HMRC Worldwide Subsistence Rates](#)

5. Subsistence

UK subsistence

- 5.1 Subsistence costs covering breakfast, lunch and dinner, incurred whilst away from the University should be claimed based on the following limits:

MANDATORY

Subsistence: period of absence	Limit
Over 6 hours but less than 9 hours	£10
Over 9 hours	£40

- 5.2 These limits cover breakfast, lunch and dinner. Claims for teas, coffees and light refreshments that do not accompany breakfast, lunch or dinner are not permissible. A maximum of £25 for the evening meal. Alcoholic drinks accompanying a meal are included within the allowances, as are tips or gratuities.
- 5.3 “The University” covers all of its UK campuses and buildings.
- 5.4 Subsistence cannot be claimed when attending meetings or events at University UK campuses or buildings unless you are required to stay overnight when the subsistence limit for ‘over 9 hours’ set out in the table above applies.
- 5.5 Only actual subsistence costs incurred will be reimbursed. Receipts must be provided for all expenditure claimed.

Overseas subsistence

- 5.6 For overseas breakfast and dinner rates see the HMRC guideline amounts see: [HMRC Worldwide Subsistence Rates](#)
- 5.7 Only actual subsistence costs incurred will be reimbursed. Receipts must be provided for all expenditure claimed.

6. Other Business Expenses

Relocation costs

- 6.1 Details of the University’s relocation scheme are available from HR.

Professional membership subscriptions

- 6.2 Personal membership subscriptions to professional bodies will not be paid where membership of a professional body is a normal expectation of the individual and role e.g. Finance professionals may be expected to be a member of an accountancy body so these costs will not be reimbursed. Individuals are normally entitled to obtain tax relief on professional subscriptions they fund themselves provided the professional body is on HMRCs qualifying list: [HMRC qualifying professional bodies](#).
- 6.3 Subscriptions that are *ex officio*, ie associated with a role rather than an individual, will be paid.
- 6.4 If subscriptions give access to discounted facilities, conference fees etc, authorising line managers/budget holders may permit their reimbursement on grounds of value for money.

Eyes Tests

- 6.5 The costs of eye tests are not reimbursable. The University provides free eye tests to staff that use Display Screen Equipment (DSE) on a regular basis; this is carried out through a voucher scheme operated by Health and Safety.
- 6.6 For further information on how to obtain a voucher for a free eye test: [Eye sight tests](#)

Visas Reimbursement Scheme

- 6.7 The University has a visa reimbursement scheme for staff. Claims should be made on the appropriate HR form for consideration.

Passport costs

- 6.8 Costs of passport applications and renewals will not be reimbursed.

7. Hospitality and Business Entertainment

- 7.1 **Hospitality is defined** as expenditure incurred in offering meals and refreshments to external visitors to the College. It is not envisaged that this would be performed off site. The hospitality claim form is a supplementary sheet attached to the expense claim.
- 7.2 **Business Entertainment** is defined as "the provision of certain goods and services, free of charge to the recipient, designed to foster goodwill and enhance the business relationship between the university and a customer, academic or business partner, or such other third party as may be deemed appropriate".

It is deemed to include the following:

- provision of food and drink;
- provision of accommodation (such as in hotels);
- provision of theatre and concert tickets;
- entry to sporting events and facilities;
- use of university-owned assets such as meeting rooms, sports facilities or vehicles for the purpose of entertaining.

- 7.3 Business entertainment should, wherever possible, be carried out at the universities own facilities, and requisitioned via Agresso.

- 7.4 QMUL allows members of staff to entertain external third parties, such as an external adviser, outside student, sponsor or colleagues from an external organisation involved in collaborative official business. As a recipient of public funds, with expense claims potentially disclosable under the freedom of information act, it is not anticipated that spend will be excessive and should be fully documented and justified. A maximum of £40 per head is permitted, including drinks, unless prior written approval by the Head of School.
- 7.5 Business entertainment expenditure may only be an appropriate use of College funds and avoid tax liability if it is incurred wholly, necessarily and exclusively for College purposes. A taxable benefit-in-kind charge arises on an employee when he or she is provided in the course of official business with food or drink free of charge and the circumstances surrounding the provision of such food or drink is not in connection with business travel, or entertaining third parties for business reasons (that is, employee-only meetings or functions).
- 7.6 The expense claim must provide details of the organisation being entertained (including the names of the individuals concerned) and the purpose of the entertainment, together with itemised VAT receipts. Claims will not be reimbursed unless this detail is provided.
- 7.7 The authorisation and submission of a claim for entertaining is a declaration that the cost was incurred wholly, necessarily and exclusively for university. Expenditure on Hospitality and Business Entertainment is permissible, but it is the duty of staff and their authorisers to ensure that the expense incurred is appropriate to the occasion. Expenses are not allowable if entertainment is really for social reasons, even if some business topic happens to be discussed.
- 7.8 The ratio of QMUL staff to third party attendees should not exceed 1:3 (i.e. 1 external guest to 3 QMUL employees).
- 7.9 The occasion should not contravene any other QMUL policy; UK or International law such as UK Bribery Act and US Foreign Corrupt Practices Act, and should not include events that could adversely affect the QMUL's reputation.
- 7.10 At all times, staff responsible for arranging entertaining should be aware of the source of funding being used and be able to justify the use of that money on entertaining, rather than on other business use. This includes funds awarded in the form of research grants.
- 7.11 If entertainment is being funded through a research grant it must be specifically allowed by that provider of funds. Any additional rules which are applied by that provider must also be followed.
- 7.12 Working meals off-site are permissible where there is a genuine business need. This may be as a result of the time of day if the event is outside normal working hours, or to enable the use of facilities which are unavailable on QMUL Premises. As mentioned in 7.8 the 1:3 ratio will apply.
- 7.13 Service charges for example in restaurants are mandatory and will be explicit on the receipt, however claims for reasonable gratuities//tips (up to maximum of 10.0% or 15% in USA) will only be reimbursed if shown on the receipt. Amounts paid in excess of this are at personal discretion and consequently are not reimbursable by QMUL.
- 7.14 Costs of a spouse, partner or other family member attending any such events will not be reimbursed by QMUL.
- 7.15 All employees should ensure they are familiar with the "Anti-bribery and corruption policy". This policy applies where ever in the world the employee conducts QMUL business, regardless

8. Annual Parties & One-off Events

- 8.1 These are events that not in connection with QMUL business activities e.g. Christmas lunches/parties, end of term socials, retirement parties etc.
- 8.2 QMUL will only provide funding of up to £15 a head for each member of staff employed in the department who is attending and for one annual departmental event.
- 8.3 In general staff should be expected to contribute to the cost of these events.
- 8.4 Any expenditure on social functions should be approved in advance with the Head of School.
- 8.5 Costs for major staff entertaining functions (for example annual social) should be invoiced directly to QMUL, not entered on individuals' expense claims. The limit in clause 8.2 applies regardless of the payment method.

9. Long Service Gifts & Other Gifts to Staff

- 9.1 QMUL will make a contribution of £250 towards a gift for employees after 25 years service. Refer to the HR website:
<http://www.hr.qmul.ac.uk/workqm/paygradesrewards/reward/benefits/serviceandretirement/index.html>
- 9.2 This money must be used to purchase a gift and under no circumstances can the employee be given the money.
- 9.3 All gifts or benefits provided to employees are subject to Income tax and National Insurance unless there is a specific exemption.
- 9.4 Gifts to staff for a reason such as a thank you, illness, a birth or marriage, success in exams or leaving and retirement should be funded by staff collections, and will not be reimbursed by QMUL.
- 9.5 QMUL's Financial Regulations http://www.arcs.qmul.ac.uk/policy_zone/index.html detail the guiding principles required by employees in the conduct of public business and the requirements for formal registration of any gifts or hospitality received above a low intrinsic value.

Appendix 3

QMUL Expense claim form Excel_May2017

Surname: _____
 Forename: _____
 Department: _____
 Staff payroll number: _____

Address: _____

Please indicate:
 I am a Member of Staff /
 Student / Visitor

Email Address: _____

Please Note: All receipts are to be sent to Accounts Payable team in Finance within 3 months of the date of the expenditure.

MANDATORY - Reason for incurring expenses:	Module code if teaching related:	

Total Mileage: _____ 0.00
 Subsistence: _____ 0.00
 Travel: _____ 0.00
 Foreign currency: _____
 Other expenses: _____ 0.00
Total expenses claimed: _____ 0.00
 Less advance: _____ 0.00
Net Expenses claimed: _____ 0.00

Bank Name:	
Bank Address:	
Sort Code:	
Account Number:	
IBAN	
Routing No. (US)	
Swift Code	
Swift Code (EU)	

Account Code						
Budget Code						
Amount						

I CERTIFY THAT: The Expenses claimed have been incurred by me solely on College business in accordance with the Financial Regulations and the College Travel Policy. **Proof of expenditure has been provided.**

CAR MILEAGE CLAIMS ONLY: I certify that my motor insurance policy is endorsed to give complete indemnity for business use as required by the Financial Regulations. I also certify that the number of business miles claimed within the current tax year has not exceeded 10,000 miles.

Claimant's signature: _____ Date: _____

Claimant's name: _____

Approved by _____ Date: _____

(Head of Dept /
 Authorised Signatory)

Print name:

Note: No participant of any events being claimed, should approve the claim.

Signatory Ref. Code

Payment Information: payment will only be made by BACS transfer if the claimant has a UK address

Please indicate as appropriate (Yes / No)

I already have a BACS transfer set up	
I already have a BACS transfer set up but my details have changed	
I need a BACS transfer to be set up	

Please indicate (Yes / No)

An Encashment Letter is required	
----------------------------------	--

Subsistence

Version - April 2016

**MUST BE FOREIGN TO GBP
Eg. Eur to £ = 0.82
\$ to £ = 0.59

Date	Details of claim	Acct code	Currency	Exchange Rate**	Cost	Cost equiv £

Total subsistence:

Other items claimed

**MUST BE FOREIGN TO GBP
Eg. Eur to £ = 0.82
\$ to £ = 0.59

Date	Details of claim	M/H	Acct code	Currency	Exchange Rate**	Cost	Cost equiv £

Total Claim:

Appendix 4

Procedure for Honorary or Visiting Title applications

Applications should be made by a member of QMUL staff ('the Proposer') – not by the individual for whom the title is requested. The Proposer is responsible for ensuring the application form is fully completed with an up to date CV attached (and 3 external references if applying for any Professor or Reader title) and signed by all the relevant signatories. A copy of a passport and visa (if relevant) must be attached to the application. Once the form has been signed by the Faculty VP/SMD Dean, it should be then sent to HR for processing (including Principal's approval for Professor and Reader titles). **For SMD titles please see the SMD Flowchart for further information as approval routes may differ according to the title sought.**

Honorary Status

QMUL may confer an honorary status and title on persons in appropriate fields who are not members of staff and who are likely to have a long-term commitment (minimum of 3 years) to QMUL's work.

Visiting Status

QMUL may confer a visiting status on persons of appropriate academic standing who are not members of staff and who contribute in a significant way to the teaching and/or research mission of QMUL. An individual employed in an academic or research post at another higher education or research institution and contributing to QMUL's teaching and research will be granted a title reflecting his/her current status in their employing institution e.g. Visiting Lecturer or Visiting Research Assistant.

Honorary Titles

Honorary Professor / Honorary Clinical Professor

Individuals will be expected to be of very high standing in their discipline or field. Individuals will have a standing in their discipline above that expected of Reader. In addition, Clinical individuals will normally be Consultants or General Practitioners and will be in good standing with their substantive employer and with the GMC/GDC.

In considering a person for conferment of this title, regard shall be given to the person's national/international standing in the relevant subject or profession as established by outstanding contributions to its advancement through publications, creative work or other appropriate forms of scholarship and through outstanding teaching and administration.

The criteria for conferment of this title are based upon criteria for conferment of Professor in the University of London, but recognising that applicants may have a substantial focus of activity outside QMUL.

Honorary Reader / Honorary Clinical Reader

Individuals will be expected to be of very high standing in their discipline or field. Individuals will have a standing in their discipline above that expected of Senior Lecturer. In addition, Clinical individuals will normally be Consultants or General Practitioners and will be in good standing with their substantive employer and with the GMC/GDC.

In considering a person for conferment of this title, regard shall be given to the person's standing in the relevant subject or profession as established by important and exceptional

contributions to its advancement through publications, creative work or other appropriate forms of scholarship or through an outstanding contribution to teaching. Other contributions to the work of QMUL, learned societies and other relevant bodies may also be taken into account.

The criteria for conferment of this title are based upon criteria for conferment of Reader in the University of London, but recognising that applicants may have a substantial focus of activity outside QMUL.

Honorary Senior Lecturer

Individuals will be expected to have an active involvement in the teaching and research of QMUL of a level commensurate with that of a substantive Senior Lecturer (i.e. a substantial research record and/or innovation in teaching)

Honorary Clinical Senior Lecturer

Specifically for individuals with NHS contracts of Consultant status or Principals/Lead GP Tutors in general practices with a formal teaching contract with QMUL who are substantively involved in teaching. This title is intended to reflect the contribution that they make to the teaching of students of the School or its research, over and above that normally expected of a Consultant in a teaching hospital of a Principal/Lead GP Tutor in a general practice (for hospital Consultants, this would be expected to be a typical minimum contribution of 1 weekly session/programmed activity to the School's work).

NHS employed Consultants who are issued with a QMUL honorary academic contract will automatically receive the title of Honorary Clinical Senior Lecturer as part of the honorary academic contract, to be held co-terminously with that contract which itself will be dependent upon continuation of relevant activity at a satisfactory level and quality, assessed via annual joint appraisal and joint job planning processes.

Honorary Lecturer

Most appropriate for individuals who are interested in pursuing a career in academia or medicine or dentistry, who demonstrate ability and who are, or would be involved in, teaching and/or research for QMUL; this might be an appropriate title for individuals on training fellowships undertaking research for a PhD or for SpRs. Regard will be paid to the quality of the research being undertaken/promise being shown. It may also be appropriate for individuals actively involved in both teaching and research to a level normally expected of staff in a teaching hospital or in teaching general practice.

Honorary Clinical Lecturer

Specifically for individuals in teaching hospitals and teaching general practices involved in the teaching of medical and dental students (under the guidance of a Consultant/Principal/Lead GP tutor or Honorary Senior Lecturer/Honorary Clinical Senior Lecturer status) who are making a substantial contribution to the School's teaching and/or research. This title would not usually be applicable to those of Consultant level.

Honorary Senior Research Fellow / Honorary Clinical Senior Research Fellow

For senior academics from other institutions (with the substantive post of Senior Lecturer or above), senior NHS clinicians/researchers and individuals from research institutions who play an active role in the research programme of the School/QMUL.

Honorary Research Fellow / Honorary Clinical Research Fellow

For individuals at the level of Lecturer/Senior Research Assistant level, NHS clinicians/researchers who play an active role in the research programme of the School/QMUL.

an individual with honorary or visiting status has sufficient English language capabilities to enable them to work in accordance with QMUL and local health and safety regulations.

- Duties consistent with the application will be agreed by between the Head of School/Institute Director and the Honorary or Visiting individual. In the case of NHS Consultants, this would be done through the joint job planning and appraisal process.
- In exceptional circumstances Honorary or Visiting individuals may receive an honorarium, the amount of which shall be determined by the faculty Vice-Principal. Individuals may be eligible for reimbursement of travelling expenses incurred on QMUL business, payable by the School or Institute (and must be agreed in advance).

Benefits & Expectations

An individual with honorary or visiting status:

- is covered by QMUL's insurance arrangements;
- has access to QMUL premises and facilities (as agreed in each case), usually including IT and library services;
- has QMUL's permission to use QMUL-headed paper, business cards, etc, provided that the full description of the Honorary/Visiting title is used (e.g. Honorary Lecturer in the School of Mathematical Sciences). The individual's name alone preceded by the academic or research title should not be used. Individuals whose academic contribution to QMUL is restricted to work within the NHS are not permitted to use QMUL stationary.

QMUL in granting honorary or visiting status:

- does not create or imply the creation of a contract of employment between QMUL and the individual or imply the likelihood of future employment on an equivalent substantive or any other grade;
- does not create or imply the creation of any contracts in relation to the results of any unpaid contributions to the work of QMUL;
- expects the individual's contribution (in relation to which title is granted) to be of the level expected of a QMUL employee on an equivalent grade – such contributions may be subject to internal or external audits;
- expects where specified, the performance of duties on a sessional/programmed activities basis – this will be particularly relevant to NHS Consultants and General Practitioners;
- expects individuals to behave in accordance with relevant QMUL codes or procedures governing the conduct of staff

Appendix 5

Application Form

Instructions: Please read the associated Policy & Procedure document prior to completing this form. To be completed by the Proposer (must be a member of QMUL staff) including obtaining all relevant School/Institute signatures (**please note, if a Professor or Reader title is being sought, 3 external references must be provided as per the Policy & Procedure document**).

Application for Honorary/Visiting Title			
Is the proposed title:		<input type="checkbox"/> Honorary	<input type="checkbox"/> Visiting
Title being applied for:			
<input type="checkbox"/>	Professor	<input type="checkbox"/>	Reader
<input type="checkbox"/>	Senior Lecturer	<input type="checkbox"/>	Lecturer
<input type="checkbox"/>	Senior Research Fellow	<input type="checkbox"/>	Research Fellow
<input type="checkbox"/>	Research Assistant	<input type="checkbox"/>	Clinical version of the title
Please note:			
SMD: positions must be agreed by the School Executive Group after the Dean's approval.			
Visiting titles are for those already holding the full equivalent status at another academic institution.			

Information about the person for whom the title is sought			
Title:		Surname:	
Forenames:			
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	
Nationality:			
Passport (and visa if relevant) has been attached?		<input type="checkbox"/> Yes (applications will not be accepted if not)	
Home Address:			
Present Employer (or most recent):			

Work Address:			
Does the applicant have basic English language skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Information about the School/Institute making the application	
School/Institute:	
Centre (if appropriate):	
Contact Name / Tel:	
Please note: the contact name must be a QMUL employee.	

Appointment Information			
Is the appointment primarily:	<input type="checkbox"/> Teaching	<input type="checkbox"/> Research	
For SMD: send proposed Teaching appointments to the Dean for Education and proposed Research appointments to the Dean for Research and Research Impact.			
Date title is to be effective from:		Period title is to be effective for:	
Please note: 1. For all titles, the maximum period is 3 years. 2. Visiting titles for locums cannot be longer than the locum appointment itself.			

Please summarise the person's planned QMUL contribution in these areas:
Contribution to Student experience and education
Contribution to Scholarship
Contribution to Research
Contribution to Engagement with society / impact
Contribution to Management and collegiality

Contribution to Professional practice / clinical commitments
Please detail below facilities available for applicant (office space, lab area, etc)
Average weekly hours/sessions for the School/Institute
Clinical commitments (SMD)

For clinical titles only:			
<input type="checkbox"/> I confirm that I have discussed this application with the relevant clinical manager (details below) and am satisfied that there are no clinical/NHS circumstances which would make the award of an academic title inappropriate			
NHS Trust:			
Name:		Position:	

Signature of Proposer:			
Name:			
Signature:		Date:	

Signature of Centre Lead (SMD):			
I confirm that all the information above is correct			
Name:			
Signature:		Date:	

Authorisation from Head of School/Director of Institute:			
I confirm my support for this application for the following reasons:			
<input type="checkbox"/> I confirm that having considered the resources (including space) and financial implications of this application, all requirements can be met within the School			
Name:			
Signature:		Date:	

Authorisation from Dean for Education or Dean for Research and Research Impact (SMD):			
Professor and Reader titles only: please confirm the date of the SEG meeting at which this title was approved		Date:	
Name:			
Signature:		Date:	

Authorisation from Vice Principal (H&SS and S&E)			
Name:			
Signature:		Date:	

Once all of the above signatures have been obtained, please **email** this form along with a CV to your HR contact.

For Professor or Reader Titles – Authorisation from the Principal			
<input type="checkbox"/> I confirm that 3 references have been received and approved			
Signature:		Date:	