



Form: AC09

UKCC ASSESSOR CLAIM FORM

Name: _____

Address: _____

Bank Details-Name of Bank: _____

Address: _____

Sort Code: _____ **Account No.:** _____

Course Title: _____

Assessment Date: _____ **Venue:** _____

Assessed Candidate's Name	BG Membership Number	Time of Assessment
		Total No. Candidates
		x £30
		(A) Total

Subsistence (£)	No. of miles travelled	Total miles x 23 p/m (£)
(B)		(C)

- Assessor rate: £30 per hour (1 candidate per hour)
- Subsistence – up to £8.50 per day (only applicable if 6+ hours worked per day and receipts must be securely attached)
- Travel – 23 pence per mile

TOTAL AMOUNT (A+B+C) _____

Signed (Assessor): _____ **Date:** _____

Verified (Course Organiser): _____ **Date:** _____

NB: Please note that any assessing carried out on behalf of GNI is done so under a self-employed status. It is the assessor's responsibility to ensure that they pay any applicable PAYE and/or National Insurance contributions that they may be liable for.



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Claim Information

1. All claims must be submitted within one month of the date of the event and any claims rendered for payment after this time has elapsed will not be paid, except in extenuating circumstances.

2. Travel Claims

- a. Train - 2nd Class
 - b. Bus Fares
 - c. Car - Cost of petrol can be claimed at 23p per mile. Claimants claiming petrol are asked to carry other official passengers where possible.
3. Subsistence - All receipts pertaining to subsistence expenses must be enclosed or they cannot be claimed.
4. Only in exceptional circumstances will the regulations governing allowable expenses be waived, but in such circumstances the claimant will be asked for justification in writing. In all other instances the above regulations will be strictly adhered to and payments made accordingly.
5. BACS
To be paid by BACS please fill in your bank account details as this will enable us to make your payments direct to your bank account. You will continue to receive a remittance advice from us by post.

Please Return this From to:
Gymnastics Northern Ireland
Room 11F04A
Sports Centre
University of Ulster
Jordanstown
Shore Road
Newtownabbey
Co. Antrim
BT37 0QB



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Office use only:

Claim received date:

Payment processed date:

Checked and authorised by:

Chq/BACS no.: