

**Occasional Work UEA4/Self Employed Work UEA5
Payment Request**

FULL NAME	
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FEE

DATES From/To	PAYMENT DETAILS	General Ledger Codes	Project Ledger Codes	£	p
Sub-Total Fees					

TRAVEL

DATES	PAYMENT DETAILS	General Ledger Codes	Project Ledger Codes	£	p
Sub-Total Travel					

EXPENSES

Any claims submitted should be supported by all relevant bills, where none are available the reason should be clearly stated.

DATES	PAYMENT DETAILS	General Ledger Codes	Project Ledger Codes	£	p
Sub-Total Expenses					

GRAND TOTAL		
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AUTHORISED SIGNATURE **DATE**

PRINT NAME *(Authorised Signatory)*