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|  | | **Human Resources**  **Claim Form –Overseas Discretionary Payment (staff required to teach abroad).** | | |
| Eligibility:   * Academic staff members required to teach abroad for consecutive periods of 3 weeks and more * Payment Amount: A one-time ex gratia payment as per the table outlined in appendix 1. * Payment will apply for each separate period. | | | | |
| **Staff Member Details** | | | | |
| Employee Number |  | | Title |  |
| Surname |  | | | |
| Full Forename(s) |  | | | |
| Job Title |  | | | |
| School / Service |  | | | |
| **Teaching Assignment Information** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide details of your teaching assignment, duration and travel plans. | | | | |
| Institute and location of teaching assignment | |  | | |
| Start date of teaching |  | | Last date of teaching |  |
| Total Duration (weeks) |  | | | |
| I confirm that all appropriate travel arrangements have been made including flights and accommodation and that the above information is correct. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Signature | |  | | Date |  |
| **FOR COMPLETION BY DEAN / DIRECTOR** | | | | | | |
| I authorise payment as claimed above and certify that the amounts are in accordance with the terms of engagement. | | | | | | |
| Dean / Director Signature |  | | | | | |
| Full Name |  | | | | | |
| Date |  | | | | | |
| Cost Centre  (if different from standard salary) |  | | Amount |  | | |
| Once complete, the School/Service contact should email the paperwork to [**Payroll@hud.ac.uk**](mailto:Payroll@hud.ac.uk) | | | | | | |

Appendix 1

Ex-Gratia Payments are calculated on the basis of £500 per week up to a maximum of 6 weeks as outlined in the table below.

|  |  |
| --- | --- |
| **Number of consecutive weeks of**  **teaching abroad** | **Ex gratia payment** |
| 3 | £1,500 |
| 4 | £2,000 |
| 5 | £2,500 |
| 6 | £3,000 |

Claims must be received in the Payroll Office by the cut off dates shown on the Human Resources web site HR | Intranet | Payroll Cut Off Dates. Any claims received after this date will not be paid until the following month. Please therefore ensure that you pass them to your line manager for authorisation in plenty of time to meet this criteria.