

NQ Verification Claim for Fees and Expenses



Please refer to 'Appointee Terms and Conditions', which can be found at www.sqa.org.uk for conditions and rates applicable

NI Number

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 Name _____

Address _____

Postcode _____

Reason for claim (e.g. Visiting Verification, Central Verification)	
Verification Group Name & Number	
Centre/Venue	
Date, time and place of departure	
Date, time and place of return	
Time spent at centre/event	
Time spent travelling	
Was accommodation provided by SQA, if yes please provide name of hotel	
Were duties carried out in employer's time (Yes/No)	

Travelling Expenses

Rail Fares	From	To	Return (Y/N)	£
Bus Fares	From	To	Return (Y/N)	£

Car Mileage

Date	From	To	Return (Y/N)	Total Mileage	(37p per mile)
					£
					£

Other Travelling (Please specify)

	£
	£

Subsistence/Other Necessary Expenses (receipts must be provided for ALL expenses)

Date	Details	£
		£
		£
Total Overall Expenses		£

I declare that I have actually and necessarily incurred all the expenditure and subsistence detailed above, that the mileage allowances charged are in strict accordance with the rates determined by the Scottish Qualifications Authority and that the travelling and incidental expense charges have been actually disbursed by me solely on SQA business.

Signature _____ Date _____

For Office Use

Cost Centre	No of Hours Employers time	No of Hours Own time	Total Fees	Total Expenses	Entered by	Checked by