



**REQUEST FOR PAYMENT TO INDIVIDUALS  
RESIDING & WORKING ABROAD**  
for one-off or occasional payments only (NOT continuous  
payments) and where the individual is not a UK resident & will  
not be present or carry out the work in the UK

PR1

Name: \_\_\_\_\_ Vendor Number : FOREIGN

Address: \_\_\_\_\_

\_\_\_\_\_

Bank Details: *(Please complete bank details form – see  
<http://www2.warwick.ac.uk/services/humanresources/internal/payroll/expenses/>)*

**Details of work undertaken:**

Type of work:

Place & date of work :

Amount to be paid (In foreign currency or sterling equivalent):

Currency to be paid in:

Other expenses (receipts **MUST** be attached):

I understand that I must declare this payment to the relevant tax authority and that I am not tax-resident in the UK

Signed..... Date.....

General Ledger Code	Cost Centre/Project Code	WBS	£	p	Description
2382 _ _					

<b>Authorised by Budget Holder:</b>	<b>Please Print Name &amp; Title:</b>	<b>Date:</b>
<b>Authorised by Financial Administrator/Manager:</b>		<b>Date:</b>
<b>For use in Payroll Office</b>	<b>Claim Checked By</b>	<b>Voucher number</b>