

**PAYROLL DEPARTMENT
REQUEST FOR PAYMENT**



Please ensure all fields are completed (in BLOCK CAPITALS), if not payment will be delayed as document will be returned

PAYEE:
ADDRESS:
E-mail (for remittance advice):

BANK DETAILS									
SORT CODE:									
ACCOUNT No: 8 numbers only									
BUILDING SOCIETY REFERENCE:									
BANK OR BUILDING SOCIETY NAME:									

Please supply relevant supporting documentation and complete DETAILS with a full description

DETAILS	£	p
Contribution to living expenses for visitor from overseas Visitor from: Period payment is for: Note: This is for short periods of minor expenses only; accommodation, flights & other travel should be claimed on a receipts basis on form FP16a.		
TOTAL		

REQUESTED BY:			
DEPARTMENT:			
EXTENSION NO:		COMPANY NO:	
REFERENCE: To Notify Supplier 16 characters maximum		DATE:	

Coding Slip					
Date Stamp (Payroll Office use):		Vendor number:		Voucher number (Payroll Office use):	
Coding Details:		Payment Total →			
General Ledger Code	Enter cost centre (8 characters) or Internal order (varied length) on first line OR Project Code (max 12 characters) on second line	VAT Code		Line Item Text	
	Cost Centre >>>				
OR Project Code >>>					
	Cost Centre >>>				
OR Project Code >>>					
	Cost Centre >>>				
OR Project Code >>>					
	Cost Centre >>>				
OR Project Code >>>					
Spending Department			Payroll Office		
Prepared by:		Authorised by (and date):		Approved:	