 **Faculty of Medicine**

## CLINICAL METHODS TEACHING (CMT) ATTENDANCE LOG AND CLAIM FORM (1 July 2012 – 31 March 2013) Academic Year 2012/13

TO CLAIM PAYMENT, PLEASE COMPLETE THIS FORM AND POST TO: SIFT Office, Imperial College London, Room 142 Reynolds Building, Charing Cross Campus, St Dunstan’s Road, London W6 8RP. **Please do not send faxes**.

FOR QUERIES, contact Fiona Amphlett on: f.amphlett@imperial.ac.uk or Tel: 020 7594 9845

**Please submit your claim form as soon as possible. Deadline for receipt is 23 May 2013**

NAME OF TEACHER …………………………………………………ROTATION: ONE - 17/09/12 - 23/11/12……………………………………………

NAME AND ADDRESS OF PRACTICE ……………………………………………………………………………..………..…………..……….………… ……………………….................................................................................................................................................................................................

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| --- | --- | --- | --- | --- | --- | --- |
| ATTENDANCE RECORD | Session 1 Date | Session 2 Date | Session 3 Date | Session 4 Date | Session 5 Date | Session 6 Date |
| Student Names | ---/---/--- | ---/---/--- | ---/---/--- | ---/---/--- | ---/---/--- | ---/---/--- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

Total number of sessions taught @ £157.88 per session + 8% admin £

**Signature** ………………………………………………………………………**Print** ……………………………………………..**Date** ……………

(on behalf of the Practice)

N.B. Please post original copy; Imperial College Finance Department cannot accept faxed copies for payment. Please note that payment must be made to a Practice Account, rather than to individuals. Payment will be made to the account details and address currently held on the Imperial College finance system; to avoid delays to your payment, if there are any changes to these details please inform us using the contact details above. Imperial College has a 30-day payment policy, and payments will be made in arrears i.e. (after the placements have taken place). Any outstanding claims cannot be paid after May 2013.