RO08 – Record of Payments

Research participation expenses form to be completed for HMRC and audit purposes

# Privacy Statement

In the course of completing this document, you have provided information about yourself (‘personal data’). York St. John University is the ‘data controller’ for this information, which means the University decides how we use it and is responsible for looking after it in accordance with the General Data Protection Regulation (2018) and the Data Protection Act (2018)

We keep data on cash or card payments for 6 years after the end of the accounting period to enable us to meet HMRC and internal audit requirements.  We will keep your data securely and it will not be shared with any third party other than to meet legal audit requirements. We may, from time to time, need to contact you about your payment and this may include information on how your data has been used.

# PGR/GTA Details

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| --- | --- | --- | --- |
| **Name** |  | **Main Supervisor** |  |
| **Student ID** |  | **School** |  |
| **Ethics Approval No.**  |  | **Programme** |  |

# Participant Declaration and Receipt

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| **Participant Declaration** | **Participant Name (Printed)** | **Participant Signature** | **YSJU Staff****or YSJU Student or External** | **Student Number****(email for staff or external)** | **Date** |
| I confirm receipt of £\_\_\_\_\_\_\_\_\_\_\_\_\_as a contribution towards my expenses in the above project/experiment |  |  |  |  |  |
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