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| UniofGlasgow_CMYK |  |

**FINANCE OFFICE VOUCHER SCHEME – NOMINATION FORM**

* The University’s Recognition Rewards Voucher Scheme is designed to provide an informal instant recognition to staff.
* Awards can be made in the range £100 to a maximum of £250. Careful consideration should be taken to utilise the full range of reward, from a one-off task to a significant contribution.
* Nominations can be made on an individual or team basis.
* Nominations should include brief details summarising the reason for the award and how the individual’s or team’s actions have demonstrated the University’s values.
* Nominations should not be discussed with nominee(s) until approved by both the committee and the voucher scheme budget holder
* Nomination forms should be sent to the mailbox finance-voucherscheme@glasgow.ac.uk

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| Employee Name: |  |
| Employee Staff Number: |  |
| Grade: |  |
| Job Title: |  |
| Department:  |  |
| Line Manager: |  |
| Nominated by: |  |
| Recommended Voucher Amount:*(£100 to £250)* |  |
| Rationale for Voucher Award: *The recipient must have displayed one or all our values as detailed in our Strategy*<https://www.gla.ac.uk/explore/strategy/values/> |
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| Message to be sent with voucher if approved:  |

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| **Approval by Committee**  |
| Name(s):Date: |

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| **Rejection by Committee**  |
| Reason:Name(s):Date: |

**Once approved by committee please send to budget holder for approval**

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| Budget holder |
| Name:Signature:Date: |

**Once fully approved please send to HR mailbox,** hr-ppr@glasgow.ac.uk.**for processing**