

University of Bath

FEES AND EXPENSES FOR EXTERNAL EXAMINERS FOR FIRST DEGREES AND QUALIFICATIONS OTHER THAN HIGHER DEGREES

External Examiner: _____ (Please use Block Capitals)

SURNAME FIRST NAME TITLE (Prof/Dr/Mr/Mrs/Ms/Miss)
 PROGRAMME/COURSE OF STUDY DEPT

PAYROLL REF NO.....

EXPENSES (to be completed by external examiner)		Amount claimed
		£ p
Dates	from to Times from to	
Journey	from to	
Travel	Car miles at standard rate of 30p per mile	
	Rail	
	Other	
Subsistence	(to be detailed below and receipts attached)	
	
	
Other Expenses	(to be specified and receipts attached)	
	
	
Total Expenses	(please provide a total of expenses claimed above)	

DECLARATION AND SIGNATURE OF CLAIMANT:

The expenses claimed are in accordance with fares incurred and allowances approved in connection with the business of the University of Bath. No other claim in respect of any of the items included in this account is being made against the University or any other body.

Signed Date

FEE (to be entered by the University)

Course Year Department.....

A report has been received from the External Examiner and copies are with the Vice-Chancellor and the Head of Department/School. The appropriate fee should now be paid.

Total £

AUTHORISED

By Department/School

Signed Date

Employee Payroll No.

Please code expenses to A/C code 3512, fee to 3510

	Amount		C	Cost Centre	A/C Code	Project
	£	p	R			
Travel					3 5 1 2	-
Fee					3 5 1 0	-

Once completed and authorised this form should be sent to the Payroll Office

NOTES RELEVANT TO CLAIMS FOR EXPENSES – EXTERNAL EXAMINERS

Claims for reimbursement of expenses incurred in the course of University business are subject to the rules currently in force as laid down in the University's Financial Regulations. Claims submitted more than six months following the date that the expenditure was incurred will not be reimbursed.

WHICH FORM?

There is a different form dependent on whether the external examining was in relation to a) higher degree or b) first degrees and qualifications other than a higher degree. The former is a brown form, the latter is blue. Please ensure that you have been given and complete the correct form.

RECEIPTS/VOUCHERS

All claims must be supported by receipts or vouchers. Originals must always be presented. Photocopies are not acceptable. Trivial expenditure below £5 will be reimbursed without the support of a voucher. Credit card vouchers or statements are not acceptable for this purpose.

TRAVEL BY CAR

Mileage is reimbursed at the rate overleaf.

TRAVEL BY RAIL AND AIR

The cheapest possible method of travel, consistent with efficient working practices, should be used.

SUBSISTENCE

All claims must be supported by receipts or vouchers. The general principles of reasonableness and economy combined with efficient working practices should be borne in mind particularly in relation to hotel and meal expenses. There is no fixed per diem rate although general guidance may be published as to what is reasonable.

WHERE TO SEND FORM

Please send the completed form as soon as possible to the relevant departmental administrator at the University.

PAYMENT

Payment for fees and expenses in relation to first degrees and qualifications other than higher degrees (blue form) will be made through the University's payroll and will be paid direct to your nominated bank account after deduction of basic rate tax from the fee. Please ensure that the bank details have been included overleaf.

Payment for fees and expenses in relation to higher degrees (brown form) will be made by cheque or BACS, without deduction of tax. You will need to include these earnings in your declarations of income earned to the Inland Revenue.