UNIVERSITY OF BATH

Fees and Expenses for Postgraduate External Examiners

PLEASE COMPLETE IN BLOCK CAPITALS AND READ NOTES ON PAGE 2

PERSONAL INFORMATION TO BE COMPLETED BY EXAMINER

Title	Surname	First Name	Email

Address

EXPENSES (see page 2 for notes and link to Travel & Expenses policy)

Date of Travel/Period Covered	Invited By	Department Visited

Candidate or Course Examined

MILEAGE (For travel in private vehicle only)

Postcode From	Postcode To	Return	Distance		Amount	Currency	Rate	Total
			miles @	0.40 /mile		GBP	1.0000	A

TRAVEL/SUBSISTENCE RECEIPTS

No.	Date	Description	Amount	Currency	Rate	Total
					1.0000	
					1.0000	
					1.0000	
					1.0000	
					1.0000	
					1.0000	
					1.0000	
					1.0000	
					1.0000	

(Please ensure that all of the total boxes to the right are in the currency indicated below)

Travel/Subsistence Total: B

Please pay this claim in: ☐ GBP ☐ Other:

Expense Claim Total: A+B

BANK DETAILS

Name of Account Holder(s)

Account/IBAN	Sort Code/SWIFT-BIC	Routing/ABA/IFSC Code

Bank Name & Address:

DECLARATION

The above expenses have been incurred in the course of University business. No other claim in respect of any of the above is being made against the University or any other agency. I have read the notes on the reverse of this form and this claim is in accordance with these notes.

Claimant's Signature	Authorisation (Department)	Authorisation (Financial)
Print:	Print:	Print:
Date:	Date:	Date:

FOR OFFICE USE

Supplier ID

The External Examiner's report for (Year) has been received. The appropriate fee should now be paid.

This will be presented to the next Board of Studies of Department/School

FEE AMOUNT PAYABLE C

TOTAL FEES AND EXPENSES PAYABLE A +B + C

Account		Product	Tax	Amount	GL Description
4510		P-XA-03	NTX		
4512		P-XA-04	NTX		

NOTES RELEVANT TO CLAIMS FOR EXPENSES – POSTGRADUATE EXTERNAL EXAMINERS

This form is relevant only for fees and expenses in relation to postgraduate external examiners. If your claim relates to undergraduate external examiner fees and expenses, please use the alternative form which can be found here.

The claim must be made in accordance with the relevant sections of the University's Travel and Expenses policy which are 4.3 – Receipts; 6.1 - Travel by vehicle; 6.2 – Travel (Other) e.g. Buses, taxis etc; 6.3 – UK Rail/Underground; 6.4 – Air Travel; 6.6 – Accommodation; 6.7 – Food, drink, and entertainment costs.

Claims submitted more than six months following the date that the expenditure was incurred will not be reimbursed.

RECEIPTS/OTHER SUPPORTING DOCUMENTATION

All claims must be supported by receipts or other relevant supporting documentation. Where possible please submit as a single pdf file including all pages of the claim and associated supporting documentation such as copies of receipts. Where an expense item has a currency exchange our system rate based on the date of travel will be used as default unless proof of exchange is provided.

WHERE TO SEND FORM

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

PAYMENT

Payments will be made by BACS/Foreign payment, without deduction of tax. You will need to include this income in your self-assessment tax return to HMRC.

Reimbursed expenses are not regarded as taxable. If you incur any expenses which are not reimbursed, you will be entitled to claim a deduction for the cost of these against your earnings.