

PLEASE COMPLETE IN BLOCK CAPITALS AND READ NOTES ON REVERSE

Fees and Expenses for External Examiners for Higher Degrees

PERSONAL INFORMATION TO BE COMPLETED BY EXAMINER

Title Surname First Name Email

Address

National Insurance Number

EXPENSES

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 @ £ 0.30 /mile		GBP		A

TRAVEL/SUBSISTENCE RECEIPTS (Please ensure receipts are numbered and attached)

No.	Date	Description	Amount	Currency	Rate	Total

(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 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)
Date:	Print: Date:	Print: 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	Project	Product	Tax	Amount	GL Description
4510		P-NG-00			
4512		P-NH-00			

TRANSACTION NUMBER TAX CODE T200

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. 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. 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 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 will be made by cheque, without deduction of tax, and posted to the address you give on the form. You will need to include these earnings in your declarations of income earned to the Inland Revenue.