# Fees and Expenses for External Examiners for Higher Degrees

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## 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.