

University of Bath
FEES AND EXPENSES FOR UNDERGRADUATE EXTERNAL EXAMINERS

External Examiner: _____ (Please use Block Capitals)

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

PAYROLL REF NO.....

EXPENSES (to be completed by external examiner - see page 2 for notes and link to Travel & Expenses Policy)		Amount claimed
		£ p
Dates	from.....to.....Times fromto.....	
	Journey fromto	
Travel	Carmiles at £ 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)

CourseYearDepartment

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

Once completed and authorised this form should be emailed to the Payroll Office at payroll@bath.ac.uk

NOTES RELEVANT TO CLAIMS FOR EXPENSES – UG EXTERNAL EXAMINERS

This form is relevant only for fees and expenses in relation to undergraduate external examiners. If your claim relates to postgraduate 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 through the University's payroll and will be paid direct to your nominated bank account.

Fees will be subject to tax and NIC deductions.

Reimbursement of expenses is not regarded as taxable and will be paid in full without deduction of tax and NIC.