

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			

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

Date of Travel/Period Covered	Invited By	Department Visited
<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate or Course Examined		
<input type="text"/>		

MILEAGE (For travel in private vehicle only)

Postcode From	Postcode To	Return	Distance	Amount	Currency	Rate	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> miles @ <input type="text"/> /mile	<input type="text"/>	<input type="text"/>	<input type="text"/>	A

TRAVEL/SUBSISTENCE RECEIPTS

No.	Date	Description	Amount	Currency	Rate	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(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)	<input type="text"/>		
Account/IBAN	Sort Code/SWIFT-BIC	Routing/ABA/IFSC Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bank Name & Address:			
<input type="text"/>			

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print:	Print:	Print:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date:	Date:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.