

## **Expenses for External Examiners**

The University has approved the following rates, which will be applicable to expense claims from External Examiners. These rates are in line with the dispensation obtained from the Inland Revenue on the payment of expenses to External Examiners.

PLEASE NOTE: Right to Work checks are mandatory before any appointment can commence and your details will be added to our HR database. In line with Home Office guidance. We will be unable to process any payments without completing this process.

**When completing your claim form, your National Insurance Number, Employee Number (which you will receive via email once details have been added to Stonefish) and Date of Birth fields are mandatory.**

**Accommodation** - Accommodation is booked on the basis of bed and breakfast only, extras are paid personally. EEs are not normally permitted more than one overnight stay per visit. Exceptional cases where an additional overnight stay may be warranted and approved by Q&S might include:

- Where an EE is travelling from abroad (excluding N Ireland and Eire)
- Where an EE is required to complete professional placement revisits to work based settings (e.g. to assess QTS)

*[for any exceptional cases as detailed above, a rationale would need to be presented and authorised by the Quality Assurance Manager]*

Non-arrival for rooms booked will not be paid for by the University. For examiners choosing to book their own accommodation, the limits allowed are:

- **£120** – if staying in London
- **£80** – if staying elsewhere in the UK

**Rail Travel** - The cost of travel will be reimbursed at the standard rail fare.

**Mileage** - The current mileage rate for the University is 30p per mile.

**Subsistence** - The University will reimburse External Examiners for expenses, such as meals. Subsistence claims should not be made where the University has already made direct payment or provision for this type of cost and all claims for subsistence must be supported by **full detailed receipts** (scanned copies are acceptable). **Credit card statements are not acceptable as proof of purchase.**

The University's agreed rate for meals is as follows: *(food and non-alcoholic drinks only, Alcohol and other incidentals, such as newspapers, films, wi-fi, etc cannot be claimed back from the University)*

- **Breakfast: £5.00**
- **Lunch: £5.00**
- **Dinner: £15.00**