

Fees and Expenses for Postgraduate Taught External Examiners

PLEASE COMPLETE IN BLOCK CAPITALS AND READ NOTES ON [PAGE 2](#)

PERSONAL INFORMATION

Title	Forename(s)	Surname	Email Address

Address Line 1	
Address Line 2	
City/Town	
Postcode	
Country of domicile	
Country of work	

CLAIM TYPE

Fee only		Expenses Only		Fees and Expenses	
----------	--	---------------	--	-------------------	--

If 'Fee Only' please proceed to [PAGE 2](#).

EXPENSES

Date of Travel/Period Covered	Department Visited

MILEAGE

Postcode From	Postcode To	Return	Distance (mi)	Rate	Currency	Total A
Total A						

In 'Rate', please select 0.45 for car travel, 0.24 for motorbike, or 0.20 for bicycle.

TRAVEL AND SUBSISTENCE

Expense Type	Date	Description	Currency	Amount
Total B				

Please pay this claim in		GBP		Other		Total A + B	
--------------------------	--	-----	--	-------	--	--------------------	--

UK BANK DETAILS

Bank Name							
Account Number				Sort Code			

I don't have a UK bank account	<input type="checkbox"/>
---------------------------------------	--------------------------

If you hold a non-UK bank account, please complete the [Foreign Bank Account Details Form](#).

DECLARATION

Claimant's Signature			
Printed Name		Date	

--

IMPORTANT NOTES

- Please ensure you consult the [Payments and Expenses](#) webpage for information on reasonable claims.
- To submit the form, click the 'Submit Form' button and send the email that is generated.
- Signatures can be added using the 'Sign' / 'Signature' functionality in most PDF applications.
- Payment of external examiner fees are **only authorised upon submission of your annual report**. Expenses can be claimed at any time.
- HMRC regard the payment of postgraduate taught external examiner fees as trade profit. Therefore, **no tax or National Insurance has been deducted from the fee(s)**. It is the external examiner's responsibility to record this fee in the 'additional information' section of their annual self-assessment return.

If you have any questions, do not hesitate to contact the Modules, Marks and Assessment (MMA) team at externalexaminers@warwick.ac.uk.

MMA TEAM USE ONLY

EEX Ref.	
-----------------	--

Right to work check complete		Decision Record Log checked	
-------------------------------------	--	------------------------------------	--

Authorising Signature	
Printed Name	Date

CODING

Ledger Code	Cost Centre	£	p.	Type

PAYROLL OFFICE USE ONLY

Checked by	Document Number	Date