



External Examiner's Claim for Fees & Expenses (Research Degrees) **WARWICK**

Vendor Number \_\_\_\_\_

Please refer to the notes overleaf. If you wish to claim your fee only, please complete this form, marking the 'Travel, Subsistence and Expenses' section as not applicable. The form should be returned, together with [foreign payment form](#) and any receipts to: Doctoralcollege@warwick.ac.uk

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Home Address:</b>		
<b>E-mail address:</b>		
<b>Student Examined:</b>		
<b>Degree:</b>		<b>Date of Examiner's Meeting:</b>

<b>Bank Account Details: Sort Code</b> _ _ _ _ _ <b>Account Number</b> _ _ _ _ _
<b> Holders of a foreign bank account should also complete the <a href="#">foreign payments form</a>.</b>

<b>Travel, Subsistence and Expenses: Please give full details. Receipts must be attached.</b>	<b>£</b>	<b>p</b>
<b>Car Mileage</b> From: _____ To: _____ <b>Total Mileage:</b> _____		
<b>Rail/Air Fare</b> From: _____ To: _____		
<b>Taxi Fares</b> From: _____ To: _____		
<b>Overnight Accommodation &amp; Meals:</b>		
<b>Any other expenses:</b>		
<b>Total</b>		

**Note: The individual is responsible for declaring this payment to the relevant tax authority**

**Signature of Claimant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorised by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Academic Registrar)

<i>For Office use Only</i>	<b>£</b>	<b>p</b>	<b>Details</b>	<b>Notes</b>
238225 / 56AOEX02			PG Fee	
238226 / 56AOEX02			PG Expenses	
238226 /			PG Expenses	
<b>Total</b>				

## General

This claim form should be returned to the Doctoral College Office. If you are not claiming any travel or subsistence expenses, please indicate this on the form. Fees and expenses are paid directly into examiners' bank accounts. A remittance advice will be sent to you via e-mail (or to your home address).

Please note that the Doctoral College will only reimburse expenses up to a total of £300 (including travel, accommodation and subsistence). Any expenses above this £300 threshold will be passed to the relevant department for reimbursement, so we would be grateful if you could check with the department that it is willing to cover the additional expense before incurring any expense above the £300 threshold.

## Tax

The agreement between universities and HMRC requires tax to be deducted at source for undergraduate examining fees but not for postgraduate fees. This payment has therefore not been taxed at source but the individual is responsible for declaring it to the relevant tax authority (e.g. HMRC).

All expenses incurred in examining that are actual and reasonable are exempt from tax.

## Travel Expenses

The University wishes to keep travel expenses to a minimum and would ask that examiners travel by Standard Class rail or by car. Please note that we are unable to reimburse the cost of First Class rail fare. Incidental expenses for buses, taxis, etc may also be claimed.

Examiners travelling by air should endeavour to obtain the lowest fare possible to the airport nearest to the University (usually Birmingham International) and reimbursement will be available up to the cost of the standard return fare.

All receipts must be attached.

## Accommodation and Subsistence

All meals and overnight accommodation can be claimed, but not incidental hotel expenses such as bar accounts or newspapers nor expenses incurred by members of University staff accompanying the External Examiner. Overnight accommodation should only be booked in the instance that the distance travelled and the time scheduled for the viva, necessitate such a requirement. Receipts **must** be attached to the claim or expenses will be queried and may be disallowed.

Allowances for subsistence are payable based on actual cost, but not exceeding the following amounts:

(i) Meal Allowances

Actual cost up to the following maxima:

Lunch .....	£14.00
Dinner .....	£25.00

(ii) Overnight Accommodation

Actual cost up to the following maxima:

Per night .....	£120.00
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NOTE: This rate is intended to include the cost of Breakfast.

Any other expenses incurred whilst acting as External Examiner (such as postage, telephone calls) may also be claimed where the charges were paid by the Examiner.