

Employee Number \_\_\_\_\_

Please refer to the notes overleaf. Please complete the first and second box and sign the form even if no expenses are claimed to enable prompt payment of fees to be made. The form should be returned with your examiner's report to the Graduate School Office, University House, University of Warwick, Coventry CV4 8UW, UK

<b>Title:</b>	<b>Initials:</b>	<b>Surname:</b>
<b>Home Address:</b>		
<b>National Insurance Number:</b>		<b>Date of Birth:</b>
<b>Student Examined:</b>		
<b>Degree:</b>		
<b>Date of Examiners' Meeting:</b>		

<b><u>UK Bank Accounts:</u></b>	
<b>Name of Account Holder(s):</b>	
<b>Account Number:</b>	<b>Sort Code:</b>
<b><u>Foreign Bank Accounts:</u> Please complete details on page 3 of this form</b>	

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

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>
210110/56AOEX02 PE 315			PG Fee	
210301/56AOEX02 PE 330			PG Expenses	
210110/ PE 330			PG Expenses	
<b>Total</b>				

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

### Notes on External Examiners' Fees and Expenses (Research Degrees)

#### General

This claim form should be returned to the Graduate School 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 payslip will be sent to your home address.

Please note that the Graduate School 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 the Inland Revenue requires tax to be deducted at source for undergraduate examining fees but not for postgraduate fees.

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. Incidental expenses for buses, taxis, etc may also be claimed.

Examiners travelling by air (e.g. From Scotland or Continental Europe) 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. 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 .....	£10.30
Dinner .....	£17.00

(ii) Overnight Accommodation

Actual cost up to the following maxima:

Per night .....	£102.00
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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.

## FOREIGN BANK ACCOUNT DETAILS

Please complete the following details in **BLOCK CAPITALS**. Thank you.

<b>NAME</b>	
<b>ADDRESS</b>	
<b>E-MAIL ADDRESS</b>	
<b>BANK NAME</b>	
<b>BANK ADDRESS</b>	
<b>ACCOUNT NAME</b> (E.G. MR A BROWN)	
<b>BANK ACCOUNT NUMBER</b>	
<b>BANK SWIFT/BIC CODE</b> (8 to 11 characters)	
<b>BANK IBAN NUMBER</b>	
<b>ROUTING VIA (if applicable)</b>	