

University of Warwick  
External Examiner's Claim for Expenses (Taught Degrees)  
Academic Office (Examinations)

Please complete the first box and sign the form even if no expenses were claimed to enable prompt payment of fees to be made.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Undergraduate Degree(s) examined: \_\_\_\_\_

Postgraduate Degree(s) examined: \_\_\_\_\_

Date of Examiner's meeting: \_\_\_\_\_

I request reimbursement of expenses incurred on University business amounting to:

**Car Mileage** from \_\_\_\_\_ to \_\_\_\_\_ being \_\_\_\_\_ miles.  
 (As the rate changes regularly the reimbursement will be calculated in the Academic Office from the information you provide.)

**OR**

1<sup>st</sup> Class Rail Fare from \_\_\_\_\_ to \_\_\_\_\_

Overnight accommodation and meals . (please see reverse of form for rates payable)

Any other expenses \_\_\_\_\_

£	p

**Please show full details. Receipts must be attached.** **Total** \_\_\_\_\_

**Bank Details**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Name of Account Holder(s): \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

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

**Authorized by:** \_\_\_\_\_ **(Academic Registrar) Date:** \_\_\_/\_\_\_/\_\_\_

Voucher Number:		Creditor Number:		Supplier Ref:	
				Invoice Date:	
Coding Details		<b>Gross Invoice Total:</b> →		£	p
Company: 1 - UNIVERSITY					
Gen Ledger Code (6 digits – mandatory)	Enter cost centre (8 characters) or Internal order (varied length) on first line OR Project Code (max 10 characters) on second line	VAT code ▼		Total VAT £	p
2 1 0 1 1 1	Centre/Order	V O			
Or Project Code>>>					
2 1 0 3 0 2	Centre/Order	V O			
Or Project Code>>>					
2 1 0 1 0 9	Centre/Order	V O			
Or Project Code>>>					
2 1 0 3 0 3	Centre/Order	V O			
Or Project Code>>>					
	Centre/Order	V O			
Or Project Code>>>					
<b>Spending Department</b>				<b>Finance Office</b>	
Goods Rec/Work done.	Price Check	Order Complete	Authorized by (and Date):		Checked:      Approved: