

**EXTERNAL EXAMINERS' EXPENSES MANUAL**

**TAUGHT COURSES**

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**EXPENSE REIMBURSEMENT PROCEDURE**

**Policy and General Claims Procedure**

1. It is the policy of the University that External Examiners are expected both to minimise costs without impairing their efficiency and to avoid any unnecessary cost to the University.

2. Expenses incurred on behalf of the University are to be recorded in detail on the expenses form. All claims must be supported by receipts: items without receipts will not be reimbursed.

3. Payments are made direct to the examiner’s bank account.

4. Reimbursed expenses incurred in the performance of duties may normally be paid without deduction of Tax and NIC.

**Travelling Expenses**

5. Except as otherwise provided below, External Examiners may claim only the costs of necessary business travel, i.e. from their normal address to the University and return.

**Rail and Other Fares**

6. External Examiners may travel First Class, although it is hoped that the most economical class of travel will be used. In general, this will be a Second Class Period Return, although External Examiners are expected to investigate the possibility that day return tickets or "savers" may be available at lower cost. Examiners may travel by air from Scotland and Ireland.

7. Details of any rail costs for which reimbursement is sought should be reported on the expenses form. This applies also to other public transport and taxi fares.

**External Examiners' Own Cars**

8. External Examiners should ensure that their insurance cover extends to business use, that the vehicle is roadworthy and is either less than three years old or has a valid MOT certificate. Examiners hold a valid UK driving licence and ensure that they do not know of any medical reason why they should not drive.

9. Mileage expenses incurred whilst on University business will be reimbursed at a rate of 45p per mile.

10. Full details of the journey, including date and starting / ending points, should be shown on the expenses form.

11. Please note that The University of Nottingham runs a car parking charges scheme. The School / Department you are visiting may give you separate guidance about parking (Entrance Gatehouses and Security receptions will provide information and can issue pre-arranged visitor vouchers on arrival), but if this is not the case then you are entitled to park in one of the Pay and Display car parks on campus and claim back any charges using the expenses form.

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**Subsistence**

12. External Examiners are entitled to claim the cost of meals taken whilst travelling between their home and the University in the course of their duties. Examiners may claim either the actual, reasonable, costs of food and drink taken en route, supported by receipts or, as an alternative, scale subsistence expenses as set out below. The payments should be claimed on the expenses form.

 a. **Day subsistence allowance** - £5.00

 Examiners may claim this sum without the need for receipts in respect of each day on which they purchase a meal whilst attending the University as a place of work, and are:

 (1) more than 5 miles from home; **and**

 (2) absent from each for more than 5 hours, spanning a normal mealtime.

 b. **Day subsistence allowance** - £15.00

 Examiners may claim this sum without the need for receipts in respect of each day on which they purchase meals whilst attending the University as a place of work and are:

 (1) more than 5 miles from home; **and**

 (2) absent from each for **more** than 10 hours, spanning two normal mealtimes.

**Hotel Accommodation**

13. External Examiners attending the University who need to stay overnight should obtain accommodation in a reasonable quality hotel. Reimbursement will be made only for the cost of the room, evening meal, breakfast and one reasonable private telephone call per night.

 Where meals are not taken in the hotel, separate restaurant receipts should be obtained or, alternatively, examiners may claim subsistence allowances under the rules described above.