PG EXTERNAL EXAMINERS FEE AND EXPENSE CLAIM FORM

THIS FORM IS ONLY TO BE USED FOR EXPENSE CLAIMS WHEN COMBINED WITH A POSTGRADUATE TAUGHT (PGT) OR POSTGRADUATE RESEARCH (PGR) EXTERNAL EXAMINER FEE CLAIM. IF YOU ARE CLAIMING FOR EXPENSES WITH NO FEE, YOU MUST USE A NON-STAFF EXPENSE FORM. IF YOU ARE CLAIMING FOR UNDERGRADUATE EXAMINING YOU MUST USE A UG EXTERNAL EXAMINERS FEE AND EXPENSE CLAIM FORM.

IMPORTANT INFORMATION

1. All claimants must complete sections 1, 2 and 3. If you require payment to non-UK bank details, please complete section 6.
2. The engaging department must provide a budget code in section 4.
3. The budget holder must authorise the claim in section 4.
4. If the total claim is over £1000, Finance must authorise the claim in section 5.
5. Details on allowable expenses are available in the University's Travel, Subsistence and Expenses policy.
6. Scanned images of original receipts should be produced. Credit card vouchers or statements are not accepted as proof by Inland Revenue.

SECTION 1. PERSONAL DETAILS

Title:		First name:		Surname:	
NI number:		Date of birth:			
Home address:					
Postcode:					
Bank account number:		Sort code: (no dashes/spaces)			

SECTION 2. CLAIM DETAILS

1. Please provide a breakdown of your fee and any additional expenditure below.
2. If you are claiming for mileage, please enter a total in this table and provide a full breakdown of journey details in Section 7.
3. Please ensure that you show expenditure in the currency it was spent, and the equivalent being claimed in GBP in the table below. If you do not have evidence from the time that the expense was incurred, you can obtain a guideline exchange rate from websites such as Xe.com. Claimants must attach evidence of the exchange rate used.
4. You can group individual claim items by category if required, eg. all food under a single line with description 'food during in person examination work' using category 'subsistence'.

Date examining started:		Date examining finished:	
Course or student examined:		Department reference number:	

Total claimed in GBP (£):

1	2	3	4	5	6
Description	Category	Currency used (if non-GBP)	Exchange rate used (if non-GBP)	Total in currency spent (if non-GBP)	Total in GBP (£)