

**Form: EE3**

**Payment of External Examiner’s Expenses (Taught Programmes)**

Please complete and return to:

exexadmin@city.ac.uk

Section 1. **To be completed by the External Examine**r

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
| Tel. no./E-mail address |  |
| Programme Title |  |
| Academic Year |  |
| Date of Meeting of Assessment Board |  |
| Date of performances attended (if applicable) |  |
| Number of dissertations read (if Masters programme) |  |

Section 2 (below). **To be completed by the External Examiner**

|  |  |  |
| --- | --- | --- |
| Travelling expenses | £ |  |
| Postage expenses | £ |  |
| Incidental expenses | £ |  |
| **Total expenses** | £ |  |

Please attach receipts.

**Please note:**

**We are unable to reimburse expenses without receipts** (Credit/debit card receipts are not valid)

I confirm that the above expenditure has been incurred solely in conjunction with my External Examiner duties for the above programme. *(Please send signed printed copy by post including receipts, if completing the rest of the form electronically)*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Section 3 (below). **To be completed by Academic Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total expenses approved** **(Taken from Section 2 above)** | **£** |  |  |

**To: FINANCE OFFICE** **From: Academic Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Account code |  |  |  |
| Authorisation |  | Date |  |

**Guidance Notes for External Examiners on expenses:**

City reimburses expenses to its External Examiners on the basis that reasonable steps to achieve best value for money have been taken, in relation to any claim. All expenses must be supported by valid receipts. If the form is submitted by the 10th of the month Academic Services will liaise with Payroll to ensure payments are issued on the last working day of the same calendar month. The following is taken from the City’s Hospitality, Travel and Expenses Policy:

**Travel**

|  |  |
| --- | --- |
|  |  |
| Use of own vehicle andclaiming mileage | * Public transport is strongly encouraged wherever possible. Mileage may be claimed for the use of your own vehicle as follows:
* £0.45 per mile up to 10,000 miles, thereafter£0.25 per mile (due to HMRC regulations)
* It should be noted that most of City, University of London’s buildings are within the Congestion Charge area. For more information see <http://www.tfl.gov.uk/roadusers/congestioncharging/>
* The London Congestion Charge (or similar) is not claimable unless it is absolutely essential to bring a car into the charging zone.
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| Public Transport  | * Bus fares require the ticket or Oyster Card receipt.
* Local rail and tube fares can be claimed through the expense process,
* Internet booking in advance may achieve best value for longer distance rail travel: staff should book in advance to achieve lower fares,
* Staff should travel standard class
* If fixed time tickets are purchased journey insurance should also be purchased.
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| Taxis: | * Taxis may only be used between City, University of London locations by exception and the claim in these cases shall be limited to £10.
* Where possible public transport should be used; taxis should only be used where there is genuinely no public transport alternative or staff are required to travel late at night.
* Claims should not normally be for more than £20.
* Taxi fares must be receipted and claimed through expenses
* Private journeys cannot be expensed
* Car hire might be an alternative (if it is safe to drive in that country) if there is to be considerable travel
 |
| Air Travel | * Prior approval from the budget holder must be obtained before flights are booked in order for reimbursement to be made.
* Economy class for all flights under 6 hours duration,
* Premium economy must not be booked for flights lasting less than 6 hours
* Where a long international flight is overnight and followed by a meeting/presentation, business class may be booked but this should be pre-approved by the budget holder.
* Business class may be booked for flights over 6 hours duration at the budget holders discretion, where Premium Economy is available then this should be booked as opposed to business class,
* First class travel is not allowed (anyone travelling First Class will be required to repay the excess cost to City and may be subject to disciplinary action)
 |
| Subsistence  | * Meals can be claimed while away on City business up to the following maximum limits. Values include VAT and any local taxes:
* Breakfast: £10.00 when consumed during business travel or a home departure prior to 06:00
* Lunch: £15.00
* Evening Meal: £27.50 can be claimed for overnight stays or home returns after 20:00 following a business trip
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**Overnight Accommodation**

|  |  |
| --- | --- |
| Hotel Reservations: | * Overnight accommodation should be booked by the External Examiner and expenses claimed by expense form
* Hotels should be UK 3 star or equivalent
* The cost of accommodation can only be claimed for the room, breakfast and evening meal. Where meals are purchased outside of the hotel, separate receipts must be supplied in line with the guidance provided above.
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October 2020