



Guidance for External Examiners regarding fees and expenses

1. Payment of fees

Payment of the fee set out in your contract letter is conditional upon the completion of duties in full, including attendance at the main subject examination board and submission of an annual written report. The relevant PAYE income tax and employee national insurance contributions will be deducted from your fee detailed in the appointment letter. Payment will be made into the bank or building society account nominated by yourself on the Casual Worker Details 'A' Form returned at the time of acceptance of appointment, you do not need to complete a claim form for your fees.

2. Conditions for the reimbursement of expenses

The University will reimburse expenses associated with your external examiner duties. Within your first year of appointment, you are required to receive an induction from the School either in person or online, typically via MS Teams and to attend the local module examination board or progression and award board (as applicable). All boards should normally be conducted online unless permission for in-situ has been granted. During subsequent years of your appointment, you will be required to attend the examination board and any additional visits the School make you aware of, for example, to collaborative partners.

All expenses claims must conform to University financial regulations, further details of which can be found on the website (www.keele.ac.uk/finance/accountspayable/travelandexpenses)

Expenses will only be paid after Quality Assurance has received digital copies of original, itemised receipts along with the appropriate claim form, downloadable [here](#).

Original receipts for expenses (e.g. train/taxi fares, accommodation, subsistence, postage) incurred should be sent with the claim form to externalexaminers@keele.ac.uk.

When making contactless payments with a debit or credit card, via Apple Pay or Android pay etc., a receipt or evidence of payment must still be submitted. On occasion, the contactless payment receipt may not give details of items purchased or even in some cases the name of the establishment. Details of items purchased and where the item(s) were purchased must always be supplied. If other such e-receipts or e-tickets are supplied, these must be included with the claim form.

Claims for reimbursement should be made as soon as possible and, in any case, **not later than three months** after the expenditure has been incurred.

a. Travel

The University will reimburse standard class fares (or equivalent) and travel reservations should be made as early as possible to take advantage of cheaper fares or accommodation.

Rail fares will be reimbursed, at standard class rate, on production of proof of purchase. First class or 'open' fares will not normally be reimbursed by the University. For details of how to reach the University by rail, see: www.keele.ac.uk/findus/bytrain/

Bus/coach fares will be reimbursed on production of proof of purchase. For details of how to reach the University by bus, see: www.keele.ac.uk/findus/bybus/

Car mileage will be reimbursed at the rate of 45p per mile. Car parking and toll road fees paid during the course of external examiner duties will be reimbursed subject to the production of

proof of expenditure. For details of how to reach the University by car, see: www.keele.ac.uk/findus/bycar/

Taxis may be used where public transport is not available, or there are specific circumstances requiring taxi travel, and receipts should be obtained for all journeys. If you are arriving via an airport you would be expected to take a train to Stoke, taxi fares to and from airports will not normally be reimbursed.

Any air travel should be agreed in advance and should only be considered where it can be shown that this mode of travel will result in either direct or indirect cost savings (e.g. hotel charges), where there is no other practicable method of travel, or where other special circumstances apply (e.g. industrial action affecting other forms of transport). International air travel costs will not normally be reimbursed, except where you are being asked to fly out to visit partner organisations overseas. Again, reservations should be made as early as possible to take advantage of cheaper fares.

b. Meals

Please note that evening meal claims incurred whilst on external examiner duties will be reimbursed up to the value of £20. Any alcoholic beverages will not be reimbursed. For breakfast the maximum allowance is £5 and for lunch it is £10. Costs will only be reimbursed whilst on external examiner duties and not when travelling home in the evening.

c. Accommodation

Where an overnight stay is unavoidable accommodation must be pre-arranged and booked in advance by the School using the University's preferred suppliers, normally The Courtyard by Marriott, which is located on campus. Please contact the School regarding this.

d. Postage

Where you have incurred postage charges, e.g. for returning scripts, these will be reimbursed on production of receipts.