



Guidance on External Examiner fees and expenses – for Schools

NB: this document is intended to provide school staff with guidance on the parameters for expenses claims associated with the external examiner role.

Quality Assurance have a nominal limit on external examiners' expenses claims from our budget, which is set at £200 per examiner per visit to cover travel, accommodation and meals. Typically when a claim exceeds this amount we ask for a contribution from the School, based on the idea that the examiner putting through a more expensive claim is coming from further afield has been appointed for a specific reason.

1. External Examiner expenses

Within their first year of appointment, external examiners are required to visit the University to receive an induction from the School and to attend the main subject examination board. The University will reimburse expenses associated with this initial visit, and thereafter would expect to reimburse expenses associated with one visit per year (the subject examination board) for the remainder of their tenure.

There may be certain circumstances where the external examiner is expected to visit the University on other occasions; for example, to attend additional examination board meetings for collaborative provision. Such instances (as listed in the external examiner nomination form) will be stated in the examiner's contract and related expenses claims processed by Quality Assurance. The expenses for any further, additional visits would be funded by the School.

2. Conditions for the reimbursement of expenses

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/travel).

Expenses will only be paid after Quality Assurance has received original, itemised receipts along with the appropriate claim form (downloadable from <https://www.keele.ac.uk/media/keeleuniversity/sas/qa/externalexaminers/External%20Examiners%20Expenses%20Claim%20Form.pdf>).

Original receipts for expenses (e.g. train/taxi fares, accommodation, subsistence, postage) incurred should be attached to the claim form and sent by post to the address on the form.

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.

Bus/coach fares will be reimbursed on production of proof of purchase.

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.

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. External examiners arriving via airports should be advised that they would be expected to take a train to Stoke and that 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 external examiners 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 examiner requires overnight accommodation, this should always be booked in advance by the School using the University's preferred suppliers. Schools should consult the 'Buyers Guide' in the Procurement section of the website for details, and are advised to use the supplier 'Key Travel':

<https://www.keele.ac.uk/finance/procurement/buyersguide/>

With advanced booking it is expected that the cost incurred should equate to approximately £50 per night. There is currently no preferred accommodation, although the following may be considered:

- Newcastle-under-Lyme Central Travelodge - <https://www.travelodge.co.uk/hotels/424/Newcastle-Under-Lyme-Central-hotel>
- Holiday Inn at Junction 15 on the M6 - https://www.holidayinn.com/hotels/gb/en/newcastle-under-lyme/xwhsf/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.va.vx.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qIta=99603195&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99603195&qclid=EAAlQobChMirOztyK2z3gIVZpPtCh3hvgOvEAYASAAEgIoZvD_BwE&dp=true&cid=57820&qlat=SEAR&setPMCookies=true
- Old School Keele Bed & Breakfast - <http://www.theoldschoolkeele.com/>
- Clayhanger Guesthouse, Newcastle-under-Lyme - <https://clayhangerguesthouse.co.uk/>