

# CLAIM FOR TRAVELLING AND SUBSISTENCE EXPENSES FOR **EXTERNAL EXAMINERS**



PLEASE COMPLETE USING BLOCK CAPITALS ONLY. ONCE COMPLETED, SIGN AND RETURN ALONG WITH ANY RECEIPTS TO-  
email: **externalexaminers@keele.ac.uk**

<b>Name</b>	<input style="width: 100%;" type="text"/>
<b>Address</b>	<input style="width: 100%;" type="text"/>
<b>National Insurance No.</b>	<input style="width: 100%;" type="text"/>
<b>Subject(s) Examined</b>	<input style="width: 100%;" type="text"/>
<b>Date(s) of Visit to attend Boards</b>	<input style="width: 100%;" type="text"/>

BANK DETAILS - Payment may be made via the Accounts Payable system			
Account Name <small>(Mr AN Other etc)</small>	<input style="width: 100%;" type="text"/>	Bank Name	<input style="width: 100%;" type="text"/>
A/C No	<input style="width: 100%;" type="text"/>	Sort Code	<input style="width: 100%;" type="text"/>
BankAddress	<input style="width: 100%;" type="text"/>		

FOR MULTIPLE ITEMS PLEASE USE TABLES OVERLEAF AND CARRY TOTALS FORWARD TO RELEVANT BOXES BELOW PLEASE ATTACH ALL ORIGINAL RECEIPTS
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<b>Accommodation:</b> Please note: accommodation of 1 or max 2 nights duration will normally be pre-arranged and booked by the school.	<input style="width: 100%;" type="text"/>								
<b>Meals:</b> Reasonable costs incurred on the journey to and from Keele and while at Keele as an External Examiner. Max allowances per meal: Breakfast £5.00 Lunch £10.00 Dinner £20.00. Financial Regulations prevent us from reimbursing the cost of alcoholic beverages	<input style="width: 100%;" type="text"/>								
<b>Transport:</b> 2nd Class rail or coach fare. Alternative modes of transport only by prior arrangement	From: <input style="width: 50%;" type="text"/> To: <input style="width: 50%;" type="text"/>								
<b>Car Journeys:</b> Total miles @45p per mile	From: <input style="width: 50%;" type="text"/> To: <input style="width: 50%;" type="text"/>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; text-align: right;"><small>Mileage To Be Claimed</small></td> <td style="width: 15%;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; text-align: center;"><small>MILES AT</small></td> <td style="width: 10%;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; text-align: center;"><small>PENCE PER MILE</small></td> <td style="width: 10%;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; text-align: center;"><small>TOTAL AMOUNT £</small></td> <td style="width: 10%;"><input style="width: 100%;" type="text"/></td> </tr> </table>	<small>Mileage To Be Claimed</small>	<input style="width: 100%;" type="text"/>	<small>MILES AT</small>	<input style="width: 100%;" type="text"/>	<small>PENCE PER MILE</small>	<input style="width: 100%;" type="text"/>	<small>TOTAL AMOUNT £</small>	<input style="width: 100%;" type="text"/>	
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<b>Postage:</b> For the return of examination or coursework scripts	<input style="width: 100%;" type="text"/>								
<b>Other necessary expenses:</b> Taxis, Car Parking etc - Please Specify	<input style="width: 100%;" type="text"/>								

Any expenses paid in connection with the role as external examiner will not have PAYE and National Insurance deducted at source, on the condition that most of the duties in connection with this role will be carried out away from the University premises and any travel to the University is regarded as travel to a temporary workplace

**TOTAL CLAIM**

<input style="width: 100%; height: 100%;" type="text"/>
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I certify that this claim for travel and subsistence is in accordance with the University's Regulations and Guidelines.

**Claimants Signature**.....

**ACCOMMODATION, MEALS, TAXIS/BUSES, OTHER EXPENSES**  
**MULTIPLE DETAILS**

ACCOMMODATION

Date		Total Amount £

MEALS

Date		Total Amount £

TAXIS / BUS FARES

Date		Total Amount £

## MULTIPLE JOURNEY DETAILS

### CAR TRAVEL

Date	Purpose of Journey	From	To	Mileage Total Per Journey

### POSTAGE

Date		Total Amount £

### OTHER EXPENSES

Date		Total Amount £

## GUIDELINES IN BRIEF

### **1. RAIL TRAVEL**

Wherever possible, claimants are expected to use the cheapest mode of rail or other public transport, full advantage must be taken of "saver fares" and special offers.

### **2. AIR TRAVEL**

Wherever possible, claimants are expected to use the cheapest available air travel. Consequently, full advantage must be taken of "Apex" fares and special offers.

### **3. CAR TRAVEL**

Current rates of mileage may only be claimed with the agreement of the Head of School/Research Institute/Directorate who should be satisfied that it has one of the following advantages to the University: -

- a) Reduction in cost by carrying other necessary members of staff
- b) Carrying equipment etc, which could not be reasonably taken by public transport

### **4. OTHER TRAVEL**

- a) Tube and bus fares may be claimed as necessary
- b) Claims for taxi fares or car hire charges should be accompanied by an explanation of why those were necessary
- c) For travel at higher rates see section 5.3 of the Regulations and Guidelines for the Reimbursement of Travel and Subsistence Expenses

### **5. SUBSISTENCE**

Subsistence will be based on the current published rates. Reimbursement will be on the actual expenditure incurred supported by receipts at or below these rates. Receipts or other supporting documentation must be originals, photocopies are not acceptable. Credit/Debit card vouchers, eg Visa receipts are not admissible as receipts. An official receipt should be obtained when using this method of payment for personal expenses.

### **6. PERSONAL INCIDENTAL EXPENSES**

The University will not grant reimbursement for personal telephone calls, newspapers, bar drinks, alcoholic drinks with meals and tips - unless included in any service charge.

### **7. NON - HEFCE FUNDS**

Expenses payable from Non HEFCE funds (including Research Grants and Contracts) are subject to the same regulations and guidelines of HEFCE funded claims.

### **8. INSURANCE**

Claimants must ensure that their car insurance covers them for use of their car on University business and must only carry one passenger if the policy permits. The university accepts no liability for claims made against claimants who fail to take out the appropriate insurance and who are involved in an accident while on University related business.

### **9. ADVANCE OF EXPENSES**

The granting of advances will be at the discretion of the Head of School/RI/Directorate and may be granted to those people needing to spend in excess of £300. Advances must be subsequently accounted for by fully supported actual expenditure.

### **10. ENTERTAINMENT EXPENSES**

Claims must set out the names and organisations of those entertained, together with reasons for the entertainment having taken place. Date, place and purpose of expense claim must be stated on all forms

### **\*\*\*NOTE\*\*\***

**The complete Regulations and Guidelines are available from  
Head of School / RI / Directorate or from**

**<http://www.keele.ac.uk/finance/regulations/>**