

External Examiner Fees and Expenses Guide

External Examiner Fees

- The fee for each completed external examiner report has been set by the Quality Office. The number of reports required, and the programmes covered will be included in your offer letter issued by UCB prior to you accepting your duties.

Expenses arrangements

Approved expenses incurred in undertaking the role may be claimed as follows:

- **Travel:** economy air or boat travel, standard-class rail travel, bus fares and taxis, supported by receipts.
- **Visits:** reasonable travel expenses may be claimed for the spring visit undertaken by newly appointed External Examiners and for other on-site assessment visits agreed in advance by the University.
- **Mileage:** 45p per mile for the first 1,000 miles and 25p per mile thereafter.
- **Subsistence:**
 - breakfast: up to £10 where travel is required before 7.00 am to attend the University for a 9.00 am start.
 - lunch, including tea, coffee or soft drinks: up to £15;
 - dinner, including tea, coffee or soft drinks: up to £20; and
- **Accommodation:** where accommodation is agreed and booked by the University, breakfast will normally be included.
- **Parking:** reasonable parking costs may be reclaimed with a supporting receipt.

Claims must be supported by itemised receipts. Alcohol will not be reimbursed. Travel, accommodation and other significant expenses should be agreed in advance with the relevant University contact.

In all cases the relevant Secondary Budget Holder will determine whether it falls to the University to meet such expenses.