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| **External Examiner Expense Claim Form** |

This form is for payment Sections 1-5 should be completed by the claimant. Section 6 is to be completed by the cost-centre owner (relevant School).

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| 1. **Personal Details** (Please complete in full to ensure payment can be made) | | | | | |
| First Name: |  | Last Name: | | |  |
| Title: (Mr, Miss, Mrs, Ms, Dr, Prof, Other) |  | National Insurance Number: | | |  |
| Address:  Postcode: |  | | | | |
| Phone Number: |  | | Email address: |  | |
| Date of Birth: |  | | Gender |  | |
| Nationality: |  | | | | |

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| 1. **Details of work undertaken** | |
| Description of work undertaken  *e.g. site visit; placement visit* |  |
| School |  |
| Campus/Location |  |
| Date(s) work carried out |  |

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| 1. **Bank Details – for bank accounts held outside the UK please also complete the Foreign Payments requisition form, available on the Finance staffnet web page** https://cccu.canterbury.ac.uk/finance/docs/ForeignPaymentForm---NEW.pdf. | | | |
| Name of Account Holder |  | Bank Name and Address: |  |
| Sort Code *(6 digits)* |  | Account Number:  *(8 digits)* |  |
| Building Society Roll number *(if applicable)* |  | IBAN and Swift code for International accounts only: |  |

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| 1. **Expenses** | | |
| Standard class rail travel | £ | **Travel Expenses** (please attach all relevant receipts) <https://cccu.canterbury.ac.uk/finance/travel-and-expenses/travel-and-expenses.aspx> |
| Taxi from station | £ |
| Mileage at 45p per mile | £ |
| Accommodation expenses | £ |
| Food expenses | £ |
| **Expenses Total** | | **£** |

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| 1. **Claimant signature and declaration** | | | |
| Declaration:   * I confirm that the information provided on this form is correct to the best of my knowledge. * I am not currently employed in any other capacity by Canterbury Christ Church University and I have not made a claim for a one-off payment to Canterbury Christ Church University within the last 12 months. * I understand that tax and National Insurance will be deducted as appropriate. * I understand that a P45 will be issued after payment has been made. | | | |
| Signature: |  | Date: |  |

***Please note: It is the budget-holder’s responsibility to ensure that there is budget available to pay for expenses claims*.**

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| 1. **Coding and Authorisation (CCCU use only)** | | |
| **Account code:** | **3313** | |
| **Cost Centre Code:** |  | |
| **Payment Type:** |  | External Examiner |
| **Budget owner name:**  **(Please Print)** |  | |
| **Budget owner signature:** |  | |

Claims for payment should be submitted to the authorising department by the last day of each month. Departments should ensure that authorised claims with appropriate receipts and supporting documents reach Payroll by the cut-off date each month. Claims with any missing information will not be processed. Payment will be made one month in arrears. For details of Payroll cut-off dates and pay dates visit <https://cccu.canterbury.ac.uk/finance/payroll/payroll.aspx>

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| **Payroll use only** | | | |
| Employee Number |  | | |
| Input by |  | Date input |  |
| Checked by |  | Date checked |  |

**Canterbury Christ Church University Guidance on Expenses for External Examiners**

**Introduction**

1. External Examiners are entitled to the reimbursement of reasonable expenses incurred while on university business under the criteria outlined below.

2. External Examiner expenses are charged to School budgets, and should therefore be authorised by the relevant Head of School

4. While Heads of School may exercise some judgement in the approval of External Examiner expenses, it is important that these guidelines are not exceeded in a way that may create a potential conflict of interest for the External Examiner.

**Travel Expenses**

5. In travelling on university business, External Examiners are requested to choose public transport and the most cost-effective fare tariff:

* For rail travel, an off-peak rail ticket, wherever possible; first class travel should not be approved under any circumstances;
* London Tube, in preference to taxis, wherever possible;
* Taxi fares: The use of taxis ould be approved by the Budget Holder before travel. A detailed VAT receipt should be obtained where possible;
* Internal air fares: Internal air fares are not normally reimbursed and should only be used when there is no alternative method of travel, or where the cost of the air ticket and connections would be less expensive than other methods of travel and/or extra hotel expenses. The cheapest air fare available must be obtained and prior authorisation must be sought from the Head of Department before purchase;
* Car: This form of transport should only be used in exceptional circumstances. If the External Examiner has to use his or her car for travel to and from the University a case for this must be made to the Head of School in advance of the visit. Petrol will be reimbursed at a rate of 45p per mile up to 10,000 miles and 25p per mile thereafter.

6. External Examiners may vary their method of travel to suit their individual needs where the total cost thus incurred does not add appreciably to the total amount claimed. In doing so, External Examiners should make only reasonable adjustments. For example, the use of taxis and internal flights to enable a visit to be undertaken in a single day is acceptable if it does not add appreciably to the cost of a train fare and an overnight stay. However, this must be off-set against an off-peak train fare rather than a full-fare, except where travel at peak time would normally be unavoidable.

**Accommodation**

1. It is recommended when booking hotels that either Key Travel or a department corporate card should be used. However, External Examiners will be reimbursed for the cost of reasonable overnight accommodation when necessarily away from the University on business. Such accommodation will normally include en-suite facilities. The following are the maximum amounts that can normally be claimed:

* Central London and major cities - £140.00
* Other UK - £95.00
* Overseas - Equivalent to UK 3 star standard

8. Single room rates only, excluding telephone calls, bar bills, newspapers, Wi-fi, etc, should be reimbursed.

9. The relevant School will normally be responsible for making a booking for accommodation on behalf of the External Examiner.

10. If these rates cannot be adhered to, the External Examiner should gain approval in advance from the Budget holder to make an exception to this guidance prior to the booking being made. The approval should be included within the scanned receipts with the expense claim.

11. If External Examiners are staying in Canterbury a list of hotels and rates is available on the [Procurement website.](https://cccu.canterbury.ac.uk/purchasing/purchasing.aspx)

**Meals**

12. Subsistence expenses will be payable to External Examiners who meet the following criteria:

* They are travelling in the performance of their employment duties or to a temporary place of work.
* The staff member is absent from their normal place of work or home for a continuous period in excess of five hours (for one meal) or ten hours to enable a claim for more than one meal to be made.
* The staff member has incurred the cost of a meal and refreshments after starting their journey.
* The actual cost is reimbursed, and this is supported by detailed receipts.

Expenses will not be paid where a suitable meal is provided during the course of staff’s duties or where meals are taken at another campus of the University. In exceptional circumstances and where written authorisation has been given to an individual member of staff by the budget holder (Head of School or Senior Manager) prior to expenditure being incurred, additional expenses beyond the maximum may be payable. Such authorisation must be scanned and attached to any claim for reimbursement of expenditure. Exceptions can include lone travellers who for personal safety reasons choose to take meals in their hotel.

13. University staff should not pay for an External Examiner’s meals, even if they subsequently make an expense claim.

14. Schools may choose to reimburse staff members for accompanying external examiners to an evening meal. Funding in advance of an expenses claim, however, should not be provided.

**Submission of claims**

15. Expenses are cleared and paid following receipt of the expenses claim form. Claim forms for travelling expenses and subsistence should be submitted to the relevant School immediately following the visit to which they refer.

16. Expenses claims should normally be accompanied by receipts. Expenses claims unsupported by receipts should not normally be approved.

17. Claims for expenses may only be submitted for the External Examiner and not for spouses or partners accompanying them.

18. Fees and expenses are normally paid directly into the External Examiners’ bank accounts. To avoid delay in payment of fees and expenses, External Examiners are asked to ensure that their claim forms are completed in full, and that the University is informed of any changes of address, or alteration of information relating to bank accounts.