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| Office of the Academic Registrar Lord Mayor's WalkYORK YO31 7EX |  |

# EXTERNAL EXAMINER EXPENSES CLAIM FORM

## Please complete all details in Section A, sign, attach receipts and return to the Academic Registrar.

**A.** *To be completed by the claimant*

|  |  |
| --- | --- |
| NAME  |  |
|  |  |  |  |  |
| NATIONAL INSURANCE NO. |  | EMPLOYEE NO. |  | DATE OF BIRTH |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |
| ADDRESS |  |
|  |  |
| *This claim is being made in my capacity as External Examiner for (please state subject/programme)* |
|  |
| TRAVEL | DATE | FROM | TO | SINGLE/RETURN | £ |
| RAIL FARE |  |  |  |  |  |
| BUS FARE |  |  |  |  |  |
| AIR FARE |  |  |  |  |  |
| OTHER PUBLIC TRANSPORT |  |  |  |  |  |
| PRIVATE CAR | Please complete details overleaf and enter total claimed |  |
| SUBSISTENCE |  |  |  |
| MEALS |  |  |  |
| HOTEL EXPENSES |  |  |  |
| OTHER EXPENSES |  |  |  |
| Please give details |  |  |  |
|  | PLEASE ATTACH ALL RELEVANT RECEIPTS TO THIS CLAIM FORM TOTAL AMOUNT CLAIMED | *£* |
| *I certify that the whole of this claim relates to expenses incurred on University business only. Where mileage allowance has been claimed I certify that a valid certificate of insurance and road fund licence were operative throughout the period covered by the claim. I also certify that no other claim has been submitted in respect of claims above.* |
| Signature of claimant |  | Date |  |
|  |  |
| B. To be completed by the Registrar |
| SIGNATURE | DATE | ACCOUNT NUMBER | TOTAL CLAIMED  |
|  |  |  |  |
| Academic Registrar/Deputy Registrar  |
| Checked and approved as a claim in respect of external examining of University programmes  |  |

|  |
| --- |
|  MILEAGE ALLOWANCE |
| **TRAVEL BY PRIVATE CAR** |  |
| For the first 50 miles of each return journey | 45p per mile |
| Thereafter | 25p per mile |
|  |  |
| DATE OF TRAVEL | MILEAGE | RATE PER MILE | TOTAL £ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL CLAIMED | £ |

**What is a journey**? A return journey is classed as one journey e.g. travelling from A to B at 60 miles, then returning from B to A at 60 miles is a total journey of 120 miles. This will be paid as 50 miles at 45p, then 70 miles at 25p per mile.

**Subsistence Rates:** up to a maximum of:

|  |  |  |
| --- | --- | --- |
| Breakfast | Up to £6.00 | (if travel before 7.30am) |
| Lunch | Up to £8.00 | (if travel before 10am and continuing after 2pm) |
| Dinner | Up to £15.00 |   |