**External Examiner Expenses and Fee Claim Form**

<table>
<thead>
<tr>
<th>Name of Claimant</th>
<th>Title</th>
<th>Forename</th>
<th>Initial</th>
<th>Surname</th>
</tr>
</thead>
</table>

York Department/School of

Level examined - Research

National Insurance No

Date of Birth

**BANK DETAILS**

Bank name

Address

Correspondence address

Sort Code

Account Number

(IBAN number if applicable)

**“State: Car / Air Travel / Taxi / Rail / Bus Fare”**

<table>
<thead>
<tr>
<th>Travel Type*</th>
<th>Date</th>
<th>Travel From</th>
<th>Travel To</th>
<th>Miles</th>
<th>@45p</th>
</tr>
</thead>
</table>

**Other Expenses**

(please give details)

<table>
<thead>
<tr>
<th>Accommodation</th>
</tr>
</thead>
</table>

| Meals |

Out-of-pocket expenses

**TOTAL EXPENSES**

**DETAILS OF FEE** (to be completed by the University of York)

**Claimant**

Signature

Print Name

Date

**Authorisation**

Signature

Department: Student Services - RSA

Print Name

Date

**Registration No.**

Supplier No.

**Description to appear on reports**

Leaver: YES / NO

Postgraduate - fee not liable for tax

**Account**

<table>
<thead>
<tr>
<th>Account code</th>
<th>Analysis code</th>
<th>Workorder</th>
<th>Product / expense</th>
<th>VAT Code</th>
<th>Sterling (Excl VAT)</th>
<th>Excl VAT (Currency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2803</td>
<td>50005202</td>
<td>(Fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2102</td>
<td>50005202</td>
<td>1TDA01 (Rail)</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2107</td>
<td>50005202</td>
<td>1TEA01 (Taxi)</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2111</td>
<td>50005202</td>
<td>1TAA01 (Accom)</td>
<td>P4</td>
<td></td>
<td></td>
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<tr>
<td>2112</td>
<td>50005202</td>
<td>1TBA01 (Sub)</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2108</td>
<td>50005202</td>
<td>1TKA01 (Other)</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
Notes to External Examiners regarding the claiming of expenses

Please read these notes in detail before submitting your expenses claim
If you have any queries, please call Research Student Administration on 01904 324519

Payment
- It is not a requirement to deduct tax or National Insurance from fees for external examiners examining at postgraduate level.
- Travel and subsistence expenses will not be taxed.
- Payments will be made directly by BACS into your Bank account. A payment advice will be issued to the correspondence address. Please complete the details overleaf including correspondence address.

Authorisation
All claims must be signed by the claimant and authorised by a member of Research Student Administration.

Receipts
All claims must be supported by valid receipts (excluding mileage). We regret we are unable to cover any unreceipted expenses.

Expenses

Examination
The rates for examination of Research theses are as follows:
- PhD £150
- MPhil £119
- Masters (by research) £75

If you are required to pay for your travel and subsistence in the execution of your responsibilities as an external Research thesis examiner for the University of York, the following rates apply:

Travel
- Second class return rail ticket or bus fare; please book in advance to take advantage of lower fares where possible.
- Mileage at 45p/mile to a maximum of the equivalent cost of a standard class rail ticket. Mileage will not be paid in addition to a second class return rail ticket;
- Taxi/bus fares between home/University and a railway station or airport;

Flights
- Overseas flights: permission must be sought from Research Student Administration for flights costing in excess of £200. Please email: research-examinations@york.ac.uk to obtain this permission.
- Internal UK flights: permission must be sought from Research Student Administration unless the cost is equivalent or less than standard class rail travel.

Subsistence
- Normally lunch and dinner will be provided by the department. If you eat alone, please submit receipts with your claim. You can see the maximum rates at: http://tinyurl.com/yorkexpenses

Accommodation
- The department to which you are assigned will arrange your overnight accommodation. You should not be asked to do this yourself. Where possible this will be on the University campus, and if not, in a local guest house nearby.

Please submit with copies of all receipts to:
Research Student Administration, Student Administration Building, University of York.