# External Examiner Expenses and Fee Claim Form

**Name of Claimant**

<table>
<thead>
<tr>
<th>Title</th>
<th>Forename</th>
<th>Initial</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>York Department/School of</td>
<td></td>
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</tbody>
</table>

**National Insurance No**

**Level examined** - Research

**Date of Birth**

**BANK DETAILS**

- **Email address:**
- **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>
<th>Sterling</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Other Expenses**

(please give details)

- **Accommodation**
- **Meals**

**Out-of-pocket expenses**

**TOTAL EXPENSES**

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

**Claimant**

**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</th>
<th>Analysis</th>
<th>Workorder</th>
<th>Product</th>
<th>Excess</th>
<th>VAT Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2803</td>
<td>50005202</td>
<td>(Fee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2102</td>
<td>50005202</td>
<td>(Rail)</td>
<td>P4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2107</td>
<td>50005202</td>
<td>(Taxi)</td>
<td>P4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2111</td>
<td>50005202</td>
<td>(Accom)</td>
<td>P4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2112</td>
<td>50005202</td>
<td>(Sub)</td>
<td>P4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2108</td>
<td>50005202</td>
<td>(Other)</td>
<td>P4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sterling (Excl VAT)**

<table>
<thead>
<tr>
<th>Sterling</th>
<th>Excl VAT (Currency)</th>
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**TOTAL**

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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 by the department from Research Student Administration for flights costing in excess of £200.
- Internal UK flights: permission must be sought by the department 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.

Accommodation
- The department that you are visiting 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/hotel nearby.

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