|  | **IMPORTANT Please see overleaf** |
| --- | --- |
| **External Examiner Expenses and Fee Claim Form****(To be sent to examiners@york.ac.uk)** |
|  |
| **EXAMINER DETAILS** |
| Title |  | Forename[s] |  | Surname |  |
| Date of Birth |  | National Insurance Number |  |
| Correspondence Address |  |
|  |
| Email |  |
| Have you provided your bank details to the University previously?  | Yes  |  | No |  |
| If No, or if your bank has changed recently, please complete bank details on the reverse of this form |
|  |
| Department/Centre |  | Level Examined | Undergraduate / Taught Postgraduate  |
| Date of Exam Board *[if applicable]* |  | Report Sent | YES / NO | Date Sent |  |
| Is this your first claim?  | YES / NO |  |
|  |
| **DETAILS OF CLAIM** (Please attach all receipts – these may be scanned and attached via email) |
| Travel type *(Please state rail/ car/bus/air/taxi)* | Date | Travel from | Travel to | Miles | @45p | Sterling including VAT, *If* o*ther currency, state: \_\_\_\_\_\_\_\_\_\_\_*\_\_ |
| **£** | **p** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Other expenses** (please give details) | Accommodation |  |  |
| Meals |  |  |
| Any other expenses |  |  |
|  | **TOTAL EXPENSES** |  |  |
|  | **DETAILS OF FEE** *(to be completed by University of York)* |  |  |
| **CLAIMANT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_** | **TOTAL** |  |  |
|  |  |  |
| **For office use** |
| **AUTHORISATION:** Department: **ASO** |  | Print Name: **Jane Warne/AQ Team Leader or** **Julia Hampshire/SAS, ASO** |
| Date: \_\_\_\_\_\_\_\_\_\_\_ |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Undergraduate – fee liable for tax** | **Yes** | **No** | **Description to appear on finance reports:** |
| **Postgraduate – fee not liable for tax** | **Yes** | **No** |
| **Leaver [can be removed from database]** | **Yes** | **No** |
| Accountxxxx | Analysisxxxxx | Workorderxxxxxxxx | Account Code Description | VATcode | Sterling £/p including VAT, *If* o*ther currency, state:* |
| 2351/1503 |  |  | PG Fee / UG Fee |  |  |  |
| 2102 |  |  | UK Travel - Rail/Coach/Bus/ Tram/ Ferries/ Underground | P4 |  |  |
| 2107 |  |  | UK Travel - Taxis | P4 |  |  |
| 2112 |  |  | UK Travel - Meals and Subsistence | P4 |  |  |
| 2108 |  |  | Parking | P4 |  |  |
|  |  |  |  | **TOTAL** |  |  |



| **UK BANK ACCOUNT (GBP)** |
| --- |
|  **Please complete for first claim or if details have changed.** *Please complete in capital letters.* |
|  **Name** |  |
|  **Email address** |  |
|  |
|  **Name of Bank** |  |
|  **Account number** |  |  |  |  |  |  |  |  |
|  **Sort code** |  |  |  | **-** |  |  | **-** |  |  |  |
|  |
|  **Signed** |  |
|  **Print name** |  |
|  **Date** |  |

