|  | | | | | | | | | | | | | | | | | | | | | | | **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** | |
| Account  xxxx | | Analysis  xxxxx | | | | | Workorder  xxxxxxxx | | | | | | Account Code Description | | | | | | | | | | | | | VAT  code | | | | | 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** |  | | | | | | | | | | | | |

