

Guidelines to UG and PGT External Examiners on the Payment of Expenses

Please be aware of the policy that expense claims must be processed within three months of the date from which the expenses were incurred. We cannot process expense claims received after three months except in exceptional circumstances. Expense claims can be submitted before report forms, if you are ready to do so.

The following will be reimbursed by Student Education and Experience (SEE):

Travel Expenses:

- Standard return rail ticket
- Taxi/bus fares between home/University and a railway station or airport
- Car mileage at 55p per mile and motorcycle mileage at 24p per mile
- Flights – permission to book flights must first be requested by External Examiners or Departments and granted by SEE. Please contact the Academic Quality Team: academic-quality-admin@york.ac.uk.

Please note: For environmental reasons, we recommend that Examiners only travel by car if rail travel or public transport is not practical or cost-effective.

Subsistence:

- Lunch – up to £15 (inc. VAT) per person if the examiner eats alone, or with a departmental representative
- Evening Meal – up to £30 (inc. VAT) per person if the examiner eats alone, or with a departmental representative
- Alcohol - The University will reimburse the cost of one alcoholic drink per person taken with an evening meal. This must be claimed within the evening meal limit.
- Service charge / tips - These must be claimed as part of the lunch or evening meal limit. Service charges are usually included on the bill, or you can add a tip when paying by card.
- The University will only reimburse the actual cost of meals taken, up to the lunch/evening meal limits. **You must provide receipts.**

Accommodation:

- SEE will reimburse up to 2 nights' bed and breakfast. If a longer stay is required, then permission for this must first be requested by External Examiners or Departments and granted by SEE. Please contact the Academic Quality Team: academic-quality-admin@york.ac.uk.
- Bed and breakfast costs will be reimbursed up to a maximum of £140 (inc. VAT) per night.
- Costs associated with private arrangements with departmental staff will not be reimbursed.

If there are any queries, please contact the Examiners Office: examiners@york.ac.uk.

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