

UNIVERSITY OF PLYMOUTH

EXTERNAL EXAMINER

The scales below indicate the limit to which the University will normally reimburse expenses relating to travel and subsistence – External Examiners attending the University are therefore asked to submit their claims accordingly. **All expenses must be supported by either original itemised receipts/original travel tickets, or bank statements, that clearly identify what has been paid.**

Claims should be submitted within three months of returning from travel, unless there are legitimate reasons for late submission. All claims must be submitted within 1 month of the financial year i.e. 31st July to which they relate.

<u>Category</u>	<u>Details</u>	<u>Notes</u>
Rail travel should be booked at the most economical fare available for the journey, preferably for timed journeys.	Train fare	
	London Underground/other metro system fare	To-and-from stations for each journey must be stated and a receipt obtained for the ticket purchased or evidence of a contactless purchase via bank statement
	Mileage	1 to 100 miles, 45p per mile. Over 100 miles 25p per mile. A journey is defined as a continuous period away from your permanent place of work

		<p>Where a journey begins or ends at home employees may claim only the cost of the lesser of the distance actually travelled or which would have been travelled if the journey had started or ended at the employee's normal place of work.</p> <p>Mileage can be claimed as published by the University for costs incurred for journeys on University business within the UK only.</p>
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Subsistence

Period away from home	Maximum amount claimed	Meal Type
< 5 hours		

Accommodation for Faculties and the Doctoral College EEs	<p>Hotel bookings will be made by the Faculty/Doctoral College and the invoice for Bed and Breakfast will be sent direct to the University for payment.</p> <p>The University will reimburse expenses that have been incurred, up to the above travel and subsistence limits, on production of receipts. We regret that we are unable to reimburse expenditure on incidentals such as telephone bills, newspapers and in-house movies. Please settle these bills with the hotel before leaving.</p>
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Honorarium Claims

Your honorarium should be claimed on the separate Honorarium Claim Form.

Return of Claim Forms

Please send your completed claim forms to the relevant Faculty/Doctoral College or Partnerships address listed below:

Faculty	Email Address
Partnerships (Partner Institutions)	extexap@plymouth.ac.uk
Faculty of Arts, Humanities & Business	extex-AHB@plymouth.ac.uk
Faculty of Health	health-extex@plymouth.ac.uk
Faculty of Science and Engineering	extex-scieng@plymouth.ac.uk
Doctoral College	doctoralcollege@plymouth.ac.uk

If you are unsure of your faculty, please contact externalexaminers@plymouth.ac.uk.