EXPENSES AND FEES CLAIM FORM: GUIDANCE NOTES AND SUMMARY OF FEES

External examiners may claim expenses after a visit to the University whenever it occurs. The pink claim form (PL21) should be used. Further copies of this form are available from the Registry (address below) or the School Administrative Assistant.

Fees may be claimed after assessment boards have taken place and the annual report has been submitted. Again, the pink claim form (PL21) should be used.

Please note that although the report may be submitted by e-mail, claims for expenses and fees will only be accepted if they are made through a signed paper copy of the claim form accompanied by original receipts.

Fee and expense claim forms are processed in line with the University’s own Finance and Payroll systems. Completed forms received by Registry before the 1st of each month should ensure payment via Payroll by the 21st of the same month. However, forms received by Registry are first processed and sent to the relevant School for coding and authorising, which may delay the process. Please allow a minimum of 2-3 working days before the cut off point for your claim to be processed by Registry.

Once completed, all claim forms and reports should be forwarded to:

Mrs Patricia Mulcahy
Registry
The University of Huddersfield
Queensgate
HUDDERSFIELD
HD1 3DH

Please do not send claim forms and reports directly to the School.

FEES PAID TO EXTERNAL EXAMINERS

The standard fee paid per annum is £425, irrespective of the number of reports submitted or courses examined. The fee is payable on receipt of the annual report and claim form. The fee is paid to the individual Examiner and cannot be paid to their company or institution.

GUIDELINES ON TRAVEL AND OTHER EXPENSES

- Car mileage rate: 40p per mile.
- Rail travel at standard class rate (first class travel will be reimbursed at standard class rate), taxi, coach and other incurred expenditure.
- Reasonable subsistence expenses incurred during travel or overnight will be paid; ‘personal’ expenditure (newspapers, bar bills/alcoholic drinks) will not be paid.
- Overnight accommodation where necessary (hotels in Huddersfield can be booked via the School’s Administrative Contact and invoiced direct to the University).
- Telephone and postage costs incurred during the course of external examination duties.

NB: Receipts are required for all claimed expenditure.