

**EXTERNAL EXAMINERS' (TAUGHT PROGRAMMES) SUBSISTENCE & EXPENSES**

**GUIDANCE FOR EXAMINERS**

This guidance supplements the information provided on the expenses claim forms:

[UG External Examiners Fees-Expenses Claim form](#)

[PG External Examiners Fees-Expenses Claim form](#)

**What expenses will UEA cover?**

UEA will reimburse you for return travel to UEA on each occasion that you attend an Exam Board and for associated subsistence costs.

If travelling by **train**, we will reimburse standard class fares plus appropriate local travel at either end of the journey. We would be grateful if you booked your travel in advance to take advantage of any fare reductions. We know that sometimes advance first class fares can be much cheaper than many other fares and we are happy to reimburse these if you can show us that this was the cheapest option (a screenshot will be fine). There is a bus service from Norwich Railway Station to UEA, but you may find it more convenient to take a taxi from the taxi rank on the station forecourt, particularly if arriving late at night or if time is limited. We will reimburse the cost of parking at your home station.

If you opt to drive to UEA, we will pay **mileage** at the rate of £0.45 per mile. This rate is intended to cover reimbursement of all costs incurred in using a privately owned vehicle, including insurance for business usage.

If you are travelling from outside the UK or if the distances involved are significant, we may cover **air travel**. Please discuss this with your administrative contact in the School of Studies in advance.

In most cases your administrative contact in the School of Studies will be able to book **accommodation** for you, taking advantage of preferential rates and local knowledge.

We will also cover reasonable **subsistence** expenses related to your journey and any required overnight stay. We use the following allowance rates:

Breakfast (if not included in overnight accommodation or where a journey starts before 08.00): up to £7.50

Lunch (if not provided by UEA and where a journey of two hours or more takes place across lunchtime [12.00 – 14.00]): up to £7.50

Evening meal: up to £30.00 (please note that we will not pay for alcoholic drinks)

Other snacks and drinks: up to £7.50

Mileage is paid at the standard rate. All other expenses will only be paid if supported by a receipt. We are unable to reimburse you for other expenses such as newspapers, laundry, gratuities, DVD hire in accommodation or alcoholic drinks.

### **Can UEA book my travel for me?**

Our experience suggests that it is normally easier for external examiners to make their own travel arrangements, with flexibility to choose the train(s) which are most convenient / meet individual requirements. Your administrative contact in the School of Studies may be able to help with some travel information, such as journey times and distance from the station to UEA or overnight accommodation.

### **Will UEA make accommodation bookings for me?**

Your administrative contact in the School of Studies will make overnight accommodation bookings for you. Please discuss any special requirements you have with them.

### **What do I need to send you?**

Please send your completed External Examiner Expenses Form, together with any receipts, to the Assessment and Quality Office. We will require a receipt for any travel by train and any meals for which you wish to claim. (If you are claiming a cheap advance first class fare, we will need to see a screenshot or similar evidence that this was the cheapest option.) We do not require a receipt for petrol if you are claiming for mileage, as there is a flat rate for this.

The payment of your fee for examining is a separate process, although you may wish to send your report at the same time as your expenses form.

Please send your completed form to: Assessment and Quality Office (AQO), University of East Anglia, Norwich Research Park, Norwich, NR4 7TJ

### **When will I be paid?**

Please submit your completed expenses claim form, together with any receipts, to the **Assessment and Quality Office** as soon as possible after your journey. You may wish to do this at the same time as submitting your report, but can do this separately.

A payment will be made directly into your nominated bank account by **credit transfer** as part of the monthly payroll run (normally the 28<sup>th</sup> of each month) following receipt of your expenses claim form. We suggest that you submit your completed form and any expenses two weeks prior to this to ensure prompt payment.