

UG EXTERNAL EXAMINERS FEE AND EXPENSE CLAIM FORM

THIS FORM IS ONLY TO BE USED FOR EXPENSE CLAIMS WHEN COMBINED WITH AN UNDERGRADUATE (UG) EXTERNAL EXAMINER FEE CLAIM. IF YOU ARE CLAIMING FOR EXPENSES WITH NO FEE, YOU MUST USE A [NON-STAFF EXPENSE FORM](#). IF YOU ARE CLAIMING FOR POSTGRADUATE TAUGHT OR POSTGRADUATE RESEARCH EXAMINING YOU MUST USE A [PG EXTERNAL EXAMINERS FEE AND EXPENSE CLAIM FORM](#).

IMPORTANT INFORMATION

1. Before undertaking any work, all UG examiners must have had a Right to Work check through our Temporary Staffing Service team.
2. All claimants must complete sections 1, 2 and 3. If you require payment to non-UK bank details, complete section 6.
3. The engaging department must provide a budget code in section 4. They may also add a reference number in section 2.
4. The budget holder must authorise the claim in section 4.
5. If the total claim is over £1000, Finance must authorise the claim in section 5.
6. Details on allowable expenses are available in the [University's Travel, Subsistence and Expenses policy](#).
7. Scanned images of original receipts should be produced. Credit card vouchers or statements are not accepted as proof by Inland Revenue.

SECTION 1. PERSONAL DETAILS

| | | | | | |
|----------------------|--|----------------------------------|--|----------|--|
| Title: | | First name: | | Surname: | |
| NI number: | | Date of birth: | | | |
| Home address: | | | | | |
| Postcode: | | | | | |
| Bank account number: | | Sort code: (no dashes/spaces) | | | |

SECTION 2. CLAIM DETAILS

1. Please provide a breakdown of your fee and any additional expenditure below.
2. If you are claiming for mileage, please enter a total in this table and provide a full breakdown of journey details in Section 7.
3. Please ensure that you show expenditure in the currency it was spent, and the equivalent being claimed in GBP in the table below. If you do not have evidence from the time that the expense was incurred, you can obtain a guideline exchange rate from websites such as [Xe.com](#). Claimants must attach evidence of the exchange rate used.
4. You can group individual claim items by category if required, eg. all food under a single line with description 'food during in person examination work' using category 'subsistence'.

| | | | |
|-------------------------|--|------------------------------|--|
| Date examining started: | | Date examining finished: | |
| Course examined: | | Department reference number: | |

| | |
|---------------------------|--|
| Total claimed in GBP (£): | |
|---------------------------|--|

| 1 | 2 | 3 | 4 | 5 | 6 |
|-------------|----------|----------------------------|---------------------------------|--------------------------------------|------------------|
| Description | Category | Currency used (if non-GBP) | Exchange rate used (if non-GBP) | Total in currency spent (if non-GBP) | Total in GBP (£) |
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SECTION 3. CLAIMANT DECLARATION

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

I declare that the total claimed has been incurred by me solely in the course of the University’s business and does not include costs incurred in travelling between my home and normal place of work. I confirm that I have not claimed any of these expenses before, nor will I claim them from any other source. I hereby claim reimbursement.

We will accept a typed name in the signature box, alongside the email trail used to submit the claim, as declaration.

SECTION 4. BUDGET HOLDER AUTHORISATION

| | | | |
|--------------|--|-------|--|
| Budget code: | | | |
| Signed: | | Date: | |

Once authorised please send to payroll-uob@bristol.ac.uk for processing and payment. If the total claim is over £1000, Finance must authorise in section 5 before the claim is sent to Payroll.

SECTION 5. FINANCE AUTHORISATION FOR CLAIMS OVER £1000

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

SECTION 6. NON-UK BANK ACCOUNT DETAILS

| | | | |
|------------------------------|--|--------------|--|
| IBAN number | | Swift/BIC | |
| Routing number | | Name of bank | |
| Address of bank | | | |
| Payee reference to be quoted | | | |

SECTION 7. MILEAGE DETAILS

| 1 | 2 | 3 | 4 | 5 | 6 |
|--------|---|--------------------|---------------------|--------------|-----------------------------------|
| Date | Route or destination (including start and end postcode) | Purpose of journey | Number of car miles | Mileage rate | Total mileage expense claimed (£) |
| | | | | | |
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| | | | | | |
| | | | | | |
| Total: | | | | | |