



Title: Guidance for Expenses Claims for External Examiners					
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2.0	Dec 2020	Update	J. Nicholson		Dec 2021

Guidance for Expenses Claims for External Examiners (to be used in conjunction with the University's [Travel and Subsistence Manual](#))

Please read the following guidance before completing the expenses form. Please ensure that all receipts for travel, subsistence and accommodation are included when submitting your claim. The University expects External Examiners to make their own travel and accommodation arrangements in line with the guidance below.

Travel

Rail Tickets: Rail tickets should be purchased as standard class, unless an upgraded ticket could be purchased for less money than a standard ticket price. Rail tickets should be booked at the earliest opportunity in order to minimise cost. Where booking a standard priced ticket is not available, and an upgrade is the only option, approval for this purchase must be granted in advance by contacting extexam@southwales.ac.uk (please see p.4 Requests to exceed maximum rates).

Car: You are able to claim up to 150 miles at 40p per mile, any additional mileage is at 13p a mile for a **round** trip. A round trip is the entire journey to the required destination and back again. It cannot be broken into two separate journeys, i.e. one outbound and one homebound.

Bus: Actual cost of bus fare will be paid.

Taxi and Parking: External Examiners are encouraged to travel by public transport whenever possible, as specified in the University's Travel Plan. Cars with drivers/taxis should not normally be used for long distance travel. Taxi fares will be reimbursed on production of receipts (taxi fares and parking not exceeding £5 will be reimbursed un-receipted).

Air: Travel will be in economy class unless a clear case can be made, and approval received, for an upgrade in advance of booking.

Accommodation

Accommodation should be booked in advance, and take into consideration the following factors:

- cost;
- proximity to conference or meeting;
- need to “network”;
- security and peace of mind of attendee; and
- taxi or other travel costs.

The University asks that, where possible, hotel rates do not exceed £100 per night but if you are unable to make such arrangements, please contact us in advance at extexam@southwales.ac.uk.

The University recognises that there may be exceptional circumstances which mean that the maximum expenditure rate may need to be exceeded.

If you are unsure of what to do in a given set of circumstances, please seek guidance from the University Payroll Section by emailing payroll@southwales.ac.uk.

Postage

Where an External Examiners has incurred postage charges, e.g. returning a thesis, these will be reimbursed on production of receipts.

General

The University has obtained a dispensation from HMRC for certain expense payments, such that they are not counted as taxable on the claimant. Having rules and policies relating to reimbursement of expenses means that the University is able to support this dispensation, and is able to justify that it is unnecessary for an individual to include certain of these expenses in a tax return. If the above requirements are not adhered to, External Examiners may become liable to tax on the alleged benefit and if the University has to meet any such tax bill, it will be charged to the Department concerned.

How to claim for expenses

Please send your claim form and a scanned copy of the receipts to extexam@southwales.ac.uk. Please note that if completing the expenses form electronically, you cannot edit the yellow boxes on the first page. They will automatically populate when you complete the tables on the second page.

Expense claim forms submitted more than six months after the expenses were incurred must be accompanied by a letter of explanation for the delay and such claims will only be paid with the approval of the Head of Finance. Please note that expense claims will be processed as soon as possible.