

## Guidance on Reimbursement of Travel and Subsistence Expenses for External Examiners

*Effective from July 2018*

External Examiners employed by the University for taught programmes and postgraduate research degrees are asked to note the following regarding the reimbursement of travel and subsistence expenses.

### Payment

- The reimbursement of reasonably incurred travel and subsistence expenses will be made as and when they occur on submission of a claim form, available on [this page](#), under the heading Resources for External Examiners.
- External examiners will be reimbursed in full for expenses wholly and necessarily incurred in the course of the University's business.
- The cost incurred by accompanying guests will not be met unless they are needed to provide care and support to an examiner with a disability.
- Expenses claims must be supported by original receipts wherever these can reasonably be expected.
- Payments are made direct to the examiner's bank account.

### Accommodation

- Where an examiner requires an overnight stay, Departments will normally book appropriate accommodation in advance of the meeting.
- Examiners will normally be booked into the Lancaster Hotel and Spa, on campus. If this is unavailable, accommodation of a similar standard will be booked nearby.

### Travel

- External Examiners may claim only the costs of necessary business travel, i.e. from their normal home or work address to the University and return.
- The most cost effective mode of transport should be used when travelling to the University. Use of public transport is encouraged and should be used wherever possible.

- The University will reimburse the cost of standard class or equivalent rail travel only.
- External examiners are asked to purchase the cheapest available ticket(s) and planning and booking the journey in advance is strongly encouraged to secure competitive fares.
- Where it is essential, external examiners may opt to travel by airplane and the University will only reimburse the cost of economy class travel.
- Where an examiner uses their own car, mileage expenses will be reimbursed at the standard rate defined by the University, as shown on the claim form. Where an external examiner uses a hire car, the fuel costs will be reimbursed on production of receipts.
- Full details of the journey, including date and starting points should be shown on the expenses form.
- Additional travel costs, such as airport parking, motorway, tunnel and bridge toll charges may be claimed when supported by a receipt.
- The University will not reimburse the cost of long taxi journeys, if an alternative public transport option was available.

## Subsistence

- External examiners' subsistence (meals) claims must be supported by receipts. Alcoholic drinks are not claimable.
- Reasonable meal costs will be reimbursed up to the maximum level of expenditure as shown below:

Breakfast £8.00  
Lunch £10.00  
Dinner £20.00