



# External Examiner Claim Form

This form should not be used by full time UEL members of staff.

Section 1 : General Information																																																																																																																																			
Surname									Mr/Mrs/Miss/Ms/Prof/Dr																																																																																																																										
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Home Address Please give your FULL postal address  If this is a change to your address details please tick <input type="checkbox"/>												This is where your pay advice is sent																																																																																																																							
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<p>*Men over 65/women over 60 are asked to supply a copy of age exception certificate OR birth certificate for NI purposes.  <b>NB: All of the above details must be completed for each claim before it can be processed for payment.</b></p>																																																																																																																																			
Section 2: Equality and Diversity																																																																																																																																			
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Section 3 : Fee & Travel Expenses for External Examiners																																																																																																																																			
Travel receipts or tickets must be attached to this form. We regret that we are able to reimburse standard class rail fares and economy airfares only.																																																																																																																																			
Reason for claim (i.e. board meeting/ school visits)																																																																																																																																			
Fee			Date/Dates						£																																																																																																																										
Tube/Bus/Rail Fare			From **						£																																																																																																																										
Car Mileage (45p/mile)			Distance						£																																																																																																																										
Subsistence (please specify)									£																																																																																																																										
Cost Code:			Analysis Code:						TOTAL: £																																																																																																																										
Costing for budgetary purposes only, to be completed by Schools/Services authorising signatory.																																																																																																																																			

## Appendix 7

### Section 4: Declaration

I certify that I have performed the above duties, and that the above expenses were actually and necessarily incurred for the purposes stated. **(Please read the notes below before making a claim)**

**Claimants Signature:**

**Date:**

**Authorising Signature:**

**Date:**

**Please return this form and any attachments to :**

*(Examiners claiming for a viva should return the form to the respective school.)*

**University of East London**

**Quality Assurance and Enhancement**

**Docklands Campus**

**University Way**

**London E16 2RD**

Thank you for agreeing to external examine at the University of East London. Please read the following important information before completing the form overleaf.

### **FEE PAYMENTS**

All fee payments are processed through the University's payroll system. Pay day is the last Thursday of the month and payment is made by BACS transfer into your bank account. Please ensure that these details are provided on an accurate and timely basis to ensure payment is received. Your National Insurance Number is needed in order for a payment to be processed.

*(Please note that fee payments are processed on the submission of your annual report.)*

### **EXPENSES**

We are only able to reimburse standard class travel fares, for which receipts or travel tickets must be produced. *Taxi fares will only be reimbursed in certain circumstances, and not usually for amounts over the value of £10.*

Please refer to the guidance notes contained within the External Examiners Manual.