

External Examiner Fees and Expenses

Introduction

There are two kinds of recompense for External Examiners:
The annual fee and, certain expenses associated with the fulfilment of External Examiners' duties.

Annual Fee

The External Examiner's fee is paid after receipt of the annual report with the details supplied as part of your appointment.

- 1) The annual fee for External Examiners is set out in their letter of appointment. It is paid after receipt of the External Examiner's annual report to the University.
- 2) The annual fee is inclusive of any VAT that might be chargeable. The HM Revenue and Customs has instructed that the fee is taxable and this will be administered through the PAYE system. The fee is therefore paid through the UWE payroll system.
- 3) All payments to External Examiners are made in line with the [University's anti bribery policy](#)¹

Expenses

You can download the [Expenses Claim form here](#).

The complete form with receipts as evidence of expenditure should be sent to your *Student Administration Officer* within the Student Administration Team. Contact information for each Faculty Student Administration Team can be found below:

Arts, Creative Industries and Education:

email ACE.SAT@uwe.ac.uk

Faculty of Business and Law:

email FBL.SAT@uwe.ac.uk

Faculty of Environment and Technology:

email FET.SAT@uwe.ac.uk

Health and Applied Sciences:

email HAS.SAT@uwe.ac.uk

¹ Bribery will not be tolerated by the University in any form and all members of staff and Associates (agents, consultants, contractors, Governors, External Examiners, service providers and external partner organisations) are required to uphold the highest standards of integrity in their dealings with or on behalf of the University and to comply with all applicable laws of the countries in which they are working. Failure to do so will result in disciplinary and, where appropriate, legal action against the individuals/ organisations concerned.

1) Expenses are payable in accordance with the following guidelines which are in line with the University's policy on staff travelling expenses and hospitality for official business, and are as follows:

Travel expenses (receipts should be obtained):

- **Train** – travel by train is encouraged. Reimbursement is made at the standard class rate unless first class has been specifically approved in advance. First class rail sleeper may, exceptionally, be authorised in advance if this saves the need for additional overnight accommodation.
- **Car/Motorcycle** – it may be more practicable to travel by car in order to save time or because bulky scripts are being carried. Mileage is paid at 45p per mile for car and 24p per mile for motorcycle.
- **Cycling** - Mileage is paid at 20p per mile
- **Car parking** – car parking at stations is paid at the actual rate, supported by a receipt if possible.
- **Bus** – actual bus fares are paid
- **Taxi** – actual taxi fares are paid for travel to and from stations in Bristol
- **Air** – Air fares (cheapest rate) are payable if it can be demonstrated that this mode of transport was necessary and is approved in advance by the University.

Subsistence

The actual costs of meals are reimbursable up to the following limits (receipts should be obtained):

Breakfast £8.00; **Lunch** £10.00; **Dinner** £30.00

Hotel accommodation: where necessary, overnight accommodation will be arranged by your *Student Administration Team*. You are able to claim for using Wi-Fi at the hotel.

If you are staying with family or friends, you can claim £25 per night. Please complete the [claim form](#).