## Personal Expenses Claims: External Examiners (Taught)

This guidance note sets out the travel and subsistence rates applicable to all External Examiners at the University, based on the Expenses Policy May 2024 edition issued by the Finance Division, Imperial College London. Please read this guidance before completing your claim form.

1. **Your expenses claim form**

All claims must be detailed on a fully completed form. It must be returned as a WORD document, together with all scanned receipts and travel tickets, to external.examiner@imperial.ac.uk.

Please note there is a different form to claim the £150 examiner fee. This will be emailed to you after the examination once the reports have been received by the Registry.

If you have previously examined for us you will have provided us with your bank details, but we do ask for them on every occasion you are paid in order to ensure payment accuracy. Please also note that at least your first full forename should appear, rather than initials alone. Failure to provide this information may result in a delay to your payment.

Expenses payments can only be made to **personal** bank accounts. If you want to pay for your travel or accomodation using a company account, please contact us to discuss at external.examiner@imperial.ac.uk before purchasing. Please ensure you provide us with your home address (not institution) as the University will need this in order to confirm your payment.

Claims should normally be submitted within three months and claims submitted more than six months after they have been incurred will be rejected.

* 1. **Privacy Notice**

All personal details collected on this form will be used and processed for the purpose of reimbursement of expenses incurred by the examiner. The relevant privacy notice that details how the University will use, store and dispose of this data can be found on our website at: [*Privacy Notice for Staff and Prospective Staff*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/legal-services-office/public/data-protection/Privacy-Notice-for-Staff-and-Prospective-Staff-%28003%29.pdf).

* 1. **Receipts/evidence to support claim**

You are required to provide VAT receipts for all expenses for which you are claiming, except for pay-as-go Oyster/ contactless debit/credit card rail/bus travel (see 2.1) mileage (see 2.3), hospitality allowance (3.3) or transaction fees/commission costs (see 4.2). Specific guidance is provided in the relevant section for these expenses.

For all other expenses, a receipt is required (credit card slips or bank statements will not normally be accepted). A receipt must include:

* The date of purchase
* The vendor name
* Itemised list and unit price of the purchased items
* The total amount paid
* VAT number (where applicable)

When scanning, please ensure all details on each receipt are clearly legible.

1. **Travel**

Travel should be the most economical means of transport, normally standard class rail travel. Economy rate air travel will be allowed with it is clearly more economical in time or money. Tickets should be booked as early as possible to ensure cost effective fares. First class rail or other extensive travel costs will only be reimbursed at the discretion of the Academic Registrar and must have been authorised in advance.

* 1. **Contactless payments**

Contactless payments, such as for London Underground/ Transport for London Buses are often the most cost-effective way to travel however, you will not have a receipt or physical ticket for your claim. Please enter the details of each individual journey, being specific about locations and dates on the form. An appropriately redacted credit card/bank statement should be included with your claim as evidence, unless you have a claim that is below £6 in value and evidence of that journey is not readily available. If appropriate you can also/instead provide a travel summary, for example an Oyster card statement or TfL summary.

* 1. **Private Motor Vehicles**

If it more appropriate to use your own car you may do so, in which case reimbursement will be at the mileage rates below (*see paragraph 2.3).*

Examiners are reminded that traffic in central London can be heavily congested and that there are parking restrictions at the University. Parking fines are never refunded. While the University’s campuses are not within the Congestion Charging Zone, with the exception of Silwood Park they are in the ULEZ. Examiners using their own cars should be mindful of the restrictions of the ULEZ and congestion charge. Fines in relation to these will not be refunded. Where it is necessary to travel into the congestion charge on University business, e.g. to carry a large quantity of papers, for which public transport would be inappropriate, the charges can be re-imbursed.

External Examiners using their own vehicles should first ascertain that their motor insurance policy permits "use for social, domestic and pleasure purposes *and for the business of the Policyholder or the Policyholder's employer".*

Whether or not such motor insurance is obtained, the University will not accept liability for any injury or damage arising from the use of examiners' private motor vehicles, except where such injury or damage is directly attributable to the negligent act or default of the University. This does not affect statutory rights.

* 1. **Mileage Rates**

The following rates per mile apply to private vehicles (regardless of engine capacity or fuel type):

|  |  |  |
| --- | --- | --- |
|  | **First 10000 miles in tax** **year** | **Over 10000 miles in tax year** |
| Cars and vans | 45p | 25p |
| Motor cycles  | 24p | n/a |
| Bicycles | 20p | n/a |

* 1. **Taxis**

Generally, journeys within London should be by tube or bus. Taxis may, however, be justified in exceptional circumstances. A receipt must be provided.

1. **OVERNIGHT COSTS / SUBSISTENCE**
	1. **Hotels – Room Rates**

The cost of a hotel (room only) in the UK should not exceed £169 including VAT in London or £111 including VAT outside of London. The full day rates are intended to cover accommodation in a reasonable hotel (i.e. three-star rating). If a hotel cost is higher than these limits, the excess amount will only be reimbursed at the discretion of the Academic Registrar. If the appropriate standard of accommodation is unobtainable within the indicated allowance, please bring this fact explicitly to our attention when submitting the claim for actual expenditure incurred.

If you would like the University to book a hotel for you, please email external.examiner@imperial.ac.uk at the earliest opportunity.

* 1. **Meals**

The table below provides the maximum allowance for claims that are receipted, or, where this is not possible, the maximum that may be claimed without a receipt. All costs include VAT and service, as appropriate. In all cases below, if the service change is not included in the bill a maximum of 10% may be given as a gratuity and claimed on this form. Please note that this is included in the maximum allowance for the meal quoted below.

|  |  |  |
| --- | --- | --- |
|  | **Maximum with receipt** | **Maximum without receipt** |
| Breakfast (where not included in room rate) | £10 | £5 |
| Lunch | £20 | £5 |
| Evening meal | £32 | £10 |
| 24-hour meal rate | £60 | n/a |

Where a receipt includes the costs for an additional person(s), it should be clearly indicated which costs are being claimed as personal expenses.

* + 1. **24-hour meal rate**

If you are staying overnight, you may consider using the 24-hour meal rate instead of claiming for individual meals. This means that you may have the most expensive meal at a different time of day. However, the expectation is that no meal will exceed 60% of the 24- hour meal rate. All meals must be claimed on the same day and should be listed out on the form.

* 1. **Hospitality Allowance**

When hotel accommodation costs have been saved by staying with friends, relatives or colleagues, a Hospitality Allowance of up to £25 per 24-hour period may be claimed. This can either be given directly to the host in cash to cover their costs, or some or all of it can be used to buy the host a present or take them out to dinner. The amount expended to a maximum of £25 per day should be claimed. **Receipts are not required.**

1. **Other expenses**
	1. **Sundry expenses**

Reasonable claims for postage, telephone and/or photocopying will be reimbursed. Any such claims should be supported by receipts where appropriate and broken down by expenditure on the relevant section of the form.

* 1. **Transaction fees and commission costs**

The University will refund currency conversion charges and commission on overseas transactions. You can either claim these by adding them in to the cost of an item (i.e. hotel bill) or you can claim a separate line for the sum of all charges on your claim in the final section. You will need to include a copy of your redacted statement to back up these charges. All transaction fees should be made in one expense line and will be limited to £50 per claim.

1. **Travelling with others/extended travel**

As a registered charity and an institution in receipt of public money, Imperial must ensure that it is prudent and responsible in its spending. This means that the University will only reimburse expenses directly related to business requirements and cannot pay for extended stays, or for family members or others to join you.

If any costs are incurred with others, or relate to an extended stay, your claim and receipts need to clearly show the costs directed related to you and the business of the University. For further advice please contact extrernal.examiner@imperial.ac.uk

## Expense Claim for External Examiners (Taught Degrees)

|  |
| --- |
| **Section A: Personal Details** |
| **Your Details:** | **CID number (if known):** |  |
| **Title** |  | **Surname or family name** |  |
| **First Names** |  | **Former Surname** **(if applicable)** |  |
| **Residential Address:** |
| **First line of address** |  | **Town** |  |
| **County** |  | **Postcode** |  |
| **Details of account for payment to be made to:** *Please note that payments can only be made to personal accounts*  |
| **Account Name:** *(as appears on account)* |  |
| **UK bank accounts only:** |
| **Name of Bank** |  | **Sort Code** |  |  |  |  |  |  |
| **Account number**  |  |  |  |  |  |  |  |  |  |  |  |
| **International Payments/ International Bank Accounts:** *Please use the relevant details for payments to your account* |
| **Name of Bank** |  | **Routing number** |  |
| **Swift/BIC code**  |  | **IBAN/account number** |  |
| **Section B: Details of Visit** |
| **Purpose of visit:** *eg exam board* |  | **Date(s) of visit** |  |
| **Section C: Claim for expenses** |
| **Rail/Underground/Public transport/Air Fares** | **Currency** | **Amount claimed** |
| From |  | to |  | date |  |  |  |
| From |  | to |  | date |  |  |  |
| From |  | to |  | date |  |  |  |
| From |  | to |  | date |  |  |  |
| From |  | to |  | date |  |  |  |
| **Milage:** |  | Journey(s) of |  | Miles each | Total Miles |  | **At 45p per mile** | **£** |
| **Car Parking at railway station/airport:** |  |  |
| **Overnight costs/subsistence meals/other (add additional lines if necessary)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Examiner Signature (please type)** |  | **Claim total:** |  |  |
| **GL Code** | **I** | **C** | **R** | **E** | **Q** | **A** | **G** |  |  |  |  |  | **1** | **6** | **9** | **4** | **1** | **6** |  |
| **Registry Authorisation** | **Name:** |  | **Date:** |  |
| Contact for enquiries: external.examiner@imperial.ac.uk  |