

PLEASE COMPLETE IN CAPITAL LETTERS & READ NOTES FOR CLAIMANTS ON PAGE 5

**External Examiners / EPA External Assurers / External Panel Members
CLAIM FORM**

External Examiners / EPA External Assurers – please use this form to claim your annual fee (after completion of annual report), visit fee and/or expenses and return the form directly to the [faculty finance administrator](#).

External Panel Members who have been involved with a **Validation or Revalidation** event, please use this form to claim your fee and / or expenses and return the form directly to the [faculty finance administrator](#).

External Panel Members who have been involved with a **Collaborative event**, please send your claim form to aqscollaborative@dmu.ac.uk.

Please note, payment may be delayed if claims are not submitted directly to the appropriate contact as shown above.

SECTION 1

I am (tick box):

An Undergraduate External Examiner		An EPA External Assurer	
A Postgraduate External Examiner		An External Panel Member	
A Research External Examiner			

SECTION 2

Payment cannot be made unless the fields which are marked with * are completed by claimant.

Please note that you must provide your official name as documented on any legal documentation, e.g. Birth Certificate, Marriage Certificate or Deed Poll Certificate.

*Title:	*Forename:	*Surname:	*Gender ¹ :
*Date of Birth:	*Personal email address:		

¹ Why are we asking for this information? We are required to report gender to HMRC, as your legal gender affects the rate of National Insurance you are required to pay, as well as at what age you are eligible to collect your state pension.

SECTION 3

Faculty:
Programme/Subject Area:

SECTION 4

If this is your first claim, if your address or bank details have changed since a previous claim, or if you are a Research External Examiner or External Panel Member, please tick this box and complete your address, bank details, and NI number.

If you are an UG / PG External Examiner, or EPA External Assurer, who has submitted a claim before and your bank details and address have **not** changed, please tick this box and move to section 5.

Payment cannot be made unless the fields which are marked with * are completed by claimant.

*Home Address:		
*Town:	*County:	*Postcode:

*National Insurance No.: (Exemption Forms where applicable)								
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*Name of Bank:	*Branch:
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For UK bank account holders:

*Sort code: <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	*Account No.: <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
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For non-UK bank account holders:

* BIC (Branch Identification Code):

*IBAN (International Bank Account Number):

SECTION 5

I am claiming for (please tick all that apply):

- Annual fee (on receipt of an approved annual report)
- Visit Fee (please provide details below)
- External Panel Member Fee (please provide details below)
- Expenses (itemised receipts must be provided)
- PhD Viva

Purpose of Visit(s) and Date(s) – if applicable:
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I declare that the expenses as stated have been actually and necessarily disbursed by me solely on De Montfort University business.

Signature of Claimant _____ Date _____

SECTION 6

Expenses

Means of Transport <small>(see Notes for claimants)</small>	From	To	Single/Return/ Mileage	Amount £
Fares <small>(train, bus, air fare)</small>				
Private Car <small>(state mileage)</small>				
TOTAL				

Subsistence <small>(see Notes for claimants)</small>	Amount £
TOTAL	

Postage expenses <small>(see Notes for claimants)</small>	Amount £
TOTAL	

	Amount £
TOTAL EXPENSES (travel and subsistence)	

SECTION 7

FOR INTERNAL USE ONLY

To: Payroll & Pensions Team
Please pay to the above named:

External Examiner annual fee	£ _____														
EPA External Assurer annual fee	£ _____														
External Panel Member fee	£ _____														
PhD Viva	£ _____														
Visit fee	£ _____														
Travel expenses	£ _____														
Subsistence	£ _____														
Postage	£ _____														
Total sum	£ _____														

Total Fee £ _____ Total Expenses £ _____

Head of Centre: _____ Date: _____

Department: _____

SECTION 8

FOR INTERNAL USE ONLY
(For claims submitted by **Research External Examiners or Panel Members only**)

To: HR Team
Date for SAP HR record to be delimited: _____

NOTES FOR CLAIMANTS

External Examiners, EPA External Assurers, External Panel Members

- External Examiner Reports should be submitted via the [MS Forms link](#).
- Payment of the External Examiner / EPA External Assurer annual fee is authorised only when your report has been received and approved.
- The annual fee is not an automatic payment and a claim form must be submitted even if you are not claiming for a visit fee and/or expenses.
- You can submit expenses throughout the year.
- The fees are taxed in the normal way through PAYE.
- Claim forms should be submitted within 3 months of the visit or submission of the report.
- Further details of external examiner fees can be found on the university website <https://www.dmu.ac.uk/About-DMU/Quality-management-and-policy/daq/external-examining.aspx>.
- If you are over state pension age and this is your first claim, please provide proof of your date of birth. A copy of your birth certificate or passport is acceptable.
- Once completed, this form along with receipts should be emailed to the [faculty finance administrator](#).

Travel

- If you are travelling by rail/bus/tube you must wherever possible arrange tickets in advance.
- Where advance booking is not possible you will be reimbursed for the cost of standard class travel upon submission of an expenses claim, supported by appropriate itemised receipts.
- If **itemised** receipts or travel tickets are not provided, under HMRC rules, your expenses will be taxed. Please note, we require evidence of payment, not only confirmation of booking.
- In exceptional circumstances, you may travel first class. Prior written authorisation from the budget holder, including the reason, will be required in these circumstances and a copy of the authorisation **must** be sent to the [faculty finance administrator](#), together with the expenses claim and accompanied by the appropriate receipt.
- The mileage rate for private cars is 45p per mile.

Subsistence Allowances

- Reimbursement of expenditure incurred will only be made for expenses agreed, in advance, with the appropriate line manager and on production of supporting receipts attached to the expenses claim.
- If **itemised** receipts or travel tickets are not provided, under HMRC rules, your expenses will be taxed. Please note, we require evidence of payment, not only confirmation of booking.
- You are required to contain subsistence expenses within reasonable levels, i.e. hotels should be 'travel lodge' or equivalent and 'table d'hote' menus should be selected wherever possible.
- Please note, we do not reimburse the cost of alcoholic drinks.
- Advice should be sought from the Director of Faculty Operations, who will clarify and agree acceptable expenditure in advance.

Postage

- All postage expenses will be refunded.

Claim forms received by the [appropriate contact](#) on or before the **25th of each month** will be paid by the **25th of the next month** (e.g. if received on 25th July – payment will usually be made on 25th August). Your claim will be authorised by the faculty / department before it is submitted to the Payroll and Pensions team. **If your claim is received after the 25th of the month, it will be paid by the 25th of the following month** (e.g. if received on 26th July, payment will usually be made on 25th September).

Please note, payment may be delayed if claims are not submitted directly to the appropriate contact as detailed at the start of this form.