Newcastle University
PGR External Examiner Fees and Expenses Guidance

**Fees**

External Examiners are required to provide:

- A fully completed external examiners expenses form
- Original receipts for all expenses claimed, and
- Photocopy of the front cover and photo page of their passport, or
- Photocopy of another appropriate form of identification.

In addition for External Examiners who are non-EU nationals:

- Photocopy of the relevant visa page of their passport.

HMRC and UKBA requirements mean that the University cannot process the examination fee without these.

**Expenses**

The following information is a guide for External Examiners of the expenses that Newcastle University will reimburse following a visit to Newcastle.

**Travel**

The following mileage rate may be claimed when travelling to Newcastle in your own vehicle:

- First 200 miles 45p per mile
- Excess over 200 miles 25p per mile

The cost of toll bridge, tunnels and parking incurred on the journey between your home/place of work and the University may also be claimed.

Standard class, advanced purchase train tickets for travel to and from your home/place of work and the University will be reimbursed. **First class train travel will not normally be covered, reimbursement would be at the standard class ticket rate.**

Air travel within the UK is discouraged except where this is less costly overall, taking account of accommodation costs. All air travel should be economy class.
Air travel from outside the UK – Normally no more than £500 will be paid towards flights, so please check with RSST/MSGS in advance of booking flights.

Accommodation and Related Costs

The cost of overnight accommodation in a hotel approved by the University’s Purchasing Department will be paid up to a maximum of £90 per night. Normally, accommodation should be booked by the relevant School Office and the University will pay the cost directly to the hotel. Alternatively, examiners may book their own accommodation (up to a maximum of £90 per night) and request reimbursement on the expenses claim form.

The cost of internet access when this is used for University business will be refunded.

Phone calls, mini bar items or pay per view TV will not be reimbursed.

Accommodation will be paid for a maximum of two nights. If a longer stay is required, please check with RSST/MSGS in advance of booking, however, there is no guarantee that this will be approved.

Meals

Cost of meals up to a maximum £20 for lunch or £35 for dinner, including drinks, will be reimbursed when supported by receipts or included in the hotel bill. The cost of alcohol will only be refunded when taken with a meal – alcohol is not normally reimbursed when taken during normal working hours.

Gratuities will not be refunded unless included on an itemised bill as a service charge and not as an addition by the claimant.

Hospitality

Entertainment of visiting examiners will be reimbursed where one member of University staff is present per examiner. The maximum allowable reimbursement per person for lunch and dinner is as above.