

# Newcastle University

## External Examiner Expenses

We are a publicly funded educational charity and our funders and stakeholders have high expectations of us in regard to our approach to travel and expenses. Expenses should be necessary, appropriate and proportionate to the activity and our charitable status.

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

### **Travel**

In general, travel should be by the most cost and environmentally effective means.

Travel costs will be reimbursed provided you retain and submit original receipts for each item of expenditure (except mileage).

#### ***Use of own vehicles***

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

First 200 miles of a round trip	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.

We are committed to a significant and sustained reduction in our carbon emissions. Use of private cars for long distance journeys will normally be the highest carbon option and is discouraged. In addition, you must consider health and safety implications before undertaking long journeys.

#### ***Rail travel***

Booking as far as possible in advance is strongly encouraged as it is normally significantly cheaper than purchasing at the time of travel. Advance purchase rail tickets (in particular single direction, specific train tickets) provide significant opportunity to reduce costs, albeit at the risk of a loss of flexibility, and are strongly recommended.

Standard class, advanced purchase train tickets for travel to and from your home/place of work and the University will be reimbursed.

#### ***Air travel***

Air travel within the UK is discouraged except where this is less costly overall, taking account of accommodation costs, or demonstrably more convenient. All air travel should be economy class.

#### ***Taxis***

The cost of taxis will be reimbursed if this is the cheapest or most appropriate means of reaching your destination. For example, this may be when public transport is unavailable or where public transport would add significantly to the journey time.

## **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. Accommodation should be booked by the relevant School Office and the University will pay the cost directly to the hotel.

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.

## **Meals**

Expenditure on meals must be modest and appropriate to the circumstances. Costs should not exceed £20 for lunch or £35 for dinner, including drinks. The cost of alcohol will only be refunded when taken with a meal – alcohol is not appropriate during working hours.

All claims must be supported by original separate receipts (except when accommodation charges are also being reimbursed, in which case a composite receipt is acceptable).

## **Hospitality Payable to Schools**

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.