Newcastle University
External Examiner 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 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.

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

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.

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

**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**

Cost of meals up to a maximum £20 for lunch or £35 for dinner, including drinks, will be reimbursed when supported by original receipts or included in the hotel bill.

**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.