

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. In addition, the University has declared a climate emergency and set a target to reduce carbon dioxide emissions to net-zero by 2030. Although not within the scope of this specific target, emissions from travel, especially air travel, form a significant and growing part of the University's carbon footprint.

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.

Important:

The default position and expectation is that UG/PGT external examiners should attend Exam Board meetings online. In-person attendance will be considered on an exceptional basis where there is an appropriate rationale (e.g. where examiners need to view students' work in-person). Approval should be sought from the Principal Budget Holder before any travel arrangements are made and any approved visits should be for the minimum number of nights possible.

Travel

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

In general, when you are planning your travel we would ask that you consider the University's commitment to reduce carbon dioxide emissions and consider the following factors: value for money; environmental impact; wellbeing; productivity etc.

Use of own vehicles

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

Car/Van	45p per mile
Motorcycle	24p 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.

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

Where an overnight stay is required, the University will pay the cost of accommodation in a hotel approved by the University's Purchasing Department. Accommodation should represent the best value available and is limited to a **maximum of £250 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 **£50 per day, including drinks**.

This is not a general allowance and 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).

The policy is intended to provide colleagues with a level of flexibility to suit their different needs and circumstances. There should be a reasonable spread of costs across breakfast, lunch, snacks and dinner. Where an excessive claim is submitted for an individual meal or item, this will be challenged and may not be reimbursed.

Please note:

- Limited alcohol consumption as part of the evening meal can be claimed, however, this should be kept at a reasonable level and be covered within the daily meal allowance.
- Gratuities should normally be included on an itemised bill as a service charge and should not exceed the norms for the location being visited.
- Breakfast is often included within the accommodation rate and where this is the case, it is expected that the meal allowance is adjusted accordingly.

Hospitality Payable to Schools

For entertainment of visiting examiners, there should be no more than one member of University staff present (regardless of the number of examiners). The maximum allowable reimbursement per person should not exceed £25 for lunch or £50 for an evening meal.