**External Examiner Claim Form for Expenses**

**Please note that if receipts are not attached for these claims, the claim form will not be processed by our Finance Department.**

**Name of Examiner: ­­­­­­­­­­­­­­­­­­­­**

**Sub-board/Programme:**

|  |  |
| --- | --- |
| **Travel expenses** | **Amount claimed** |
| Standard Rail/Economy Air (delete as appropriate)  Return fare to London  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Underground/Taxis/Parking (delete as appropriate)  Car Allowance: Number of Miles\_\_\_\_\_\_\_\_ at 30p per mile | Total: £ |

|  |  |
| --- | --- |
| **Subsistence expenses** | **Amount claimed** |
| 1. From 5 to 10 hours absence to a maximum of £10   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. More than 10 hours absence to a maximum of £30   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Subsistence for an overnight stay to a maximum of £30   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Necessary overnight Bed and Breakfast accommodation is provided to a maximum of £120.00   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total: £ |

|  |  |
| --- | --- |
| **Other expenses** | Total: £ |

**Total Claimed: £**

I have read the notes overleaf and certify that the information entered on this claim is accurate and complete.

Signature of Claimant:

Date:

**IMPORTANT INFORMATION**

1. **Expense claims must be submitted within three months. Expenses incurred more than three months prior to the date of a claim will not be reimbursed, unless there are exceptional circumstances.**
2. **Claims must be accompanied by receipts, ticket stubs or similar documentary evidence in support.** Receipts and forms can either be scanned and emailed to [asq@bbk.ac.uk](mailto:asq@bbk.ac.uk) or original receipts can be sent to:

ASQ, Registry Services

Birkbeck, University of London

Malet Street

London

WC1E 7HX

1. **Expenses are normally capped at £250; please contact Registry if this is likely to be a problem.** Travel expenditure will normally be reimbursed only in cases of Second Class Rail fares, bus, taxi or underground fares. First Class Rail fares will be reimbursed at the Second Class rate unless it can be shown that that was the only means of transport available. Economy air fares will be paid for journeys between e.g. Scotland and London where rail journey times would be excessive. Car mileage will be reimbursed only where it can be shown that public transport was not available or was impracticable. Any enquiries about the validity of a claim can be directed to 020 7380 3045, prior to undertaking the journey if necessary.
2. The form has been designed to provide the information required to verify the claim and to comply with the terms under which dispensation has been granted by the Inland Revenue in respect of taxation of expenses and other allowances. If there is insufficient space, enter the amount on the form and record the details on a separate sheet of paper.
3. The completed form should be forwarded to the Registry Office for approval. Claims for payment will be processed within 7 days of receipt provided the form is properly completed, certified by the claimant, and receipts and other vouchers are attached. Please note that subject to Finance deadlines it can take up to 4 weeks for expenses to be reimbursed.