

Canterbury Christ Church University Guidance on Expenses for External Examiners

Introduction

1. External Examiners are entitled to the reimbursement of reasonable expenses incurred while on University business under the criteria outlined below.
2. External Examiner expenses are charged to departmental budgets, and should therefore be authorised by the head of the relevant academic department
3. Academic departments may wish to consider the likely travel and subsistence costs involved when considering nominations of external examiners drawn from areas a long way from the University.
4. While heads of academic departments may exercise some judgement in the approval of External Examiner expenses, it is important that these guidelines are not exceeded in a way that may create a potential conflict of interest for the External Examiner.

Travel Expenses

5. In travelling on University business, External Examiners are requested to choose public transport and the most cost-effective fare tariff:
 - For rail travel, an off peak rail ticket, wherever possible; first class travel should not be approved under any circumstances;
 - London Tube, in preference to taxis, wherever possible;
 - Taxi fares: not normally more than 10 miles;
 - Internal air fares: Internal air fares are not normally reimbursed and should only be used when there is no alternative method of travel, or where the cost of the air ticket and connections would be less expensive than other methods of travel and/or extra hotel expenses. The cheapest air fare available must be obtained and prior authorisation must be sought from the Head of Department before purchase;
 - Car: This form of transport should only be used in exceptional circumstances. If the External Examiner has to use his or her car for travel to and from the University a case for this must be made to the Head of Department in advance of the visit. Petrol will be reimbursed at a rate of 40p per mile up to 200 miles and 25p per additional mile.
6. External Examiners may vary their method of travel to suit their individual needs where the total cost thus incurred does not add appreciably to the total amount claimed. In doing so, External Examiners should make only reasonable adjustments. For example, the use of taxis and internal flights to enable a visit to be undertaken in a single day is acceptable if it does not add appreciably to the cost of a train fare and an overnight stay. However, this must be off-set against an off-peak train fare rather than a full-fare, except where travel at peak time would normally be unavoidable.

Accommodation

7. Hotels should be selected from the University approved list only. This is available on the Quality and Standards Office website (www.canterbury.ac.uk/support/quality-and-standards-office).
8. Single room rates only, excluding telephone calls, bar bills, newspapers, Wi-fi, etc, should be reimbursed.
9. The relevant academic department will normally be responsible for making a booking for accommodation on behalf of the External Examiner, quoting 'Canterbury Christ Church University Corporate Rate' as arrangements have been made for the hotels to invoice the University direct.
10. If, for any reason, an External Examiner chooses to reserve his / her own accommodation in a hotel which is not on the University's approved list, the head of the relevant academic department's permission must be sought prior to confirmation of booking. The department will then reimburse the single room rate, at the agreed corporate rate of £75 and reasonable cost of meals taken at the hotel.

Meals

11. Reasonable cost of meals incurred on the journey to and from the University and an evening meal when an overnight stay is required (which does not exceed £25) will be reimbursed. The University will not reimburse the cost of alcoholic drinks.
12. University staff should not pay for an External Examiner's meals, even if they subsequently make an expenses claim.
13. Academic departments may choose to reimburse staff members for accompanying external examiners to an evening meal. Funding in advance of an expenses claim, however, should not be provided.

Submission of claims

14. Expenses are cleared and paid following receipt of the expenses claim form. Claim forms for travelling expenses and subsistence should be submitted to the relevant academic department immediately following the visit to which they refer.
15. Expenses claims should normally be accompanied by receipts. Expenses claims unsupported by receipts should not normally be approved.
16. Claims for expenses may only be submitted for the External Examiner and not for spouses or partners accompanying them.
17. Fees and expenses are normally paid directly into the External Examiners' bank accounts. In order to facilitate payment, new external examiners should complete and return to the Quality and Standards Office the standard Bank Details form which is included in the External Examiners' welcome pack. To avoid delay in payment of fees and expenses, External Examiners are asked to ensure that their claim forms are completed in full, and that the University is informed of any changes of address, or alteration of information relating to bank accounts.