**External Examiners – Travel and Subsistence claim**

**NOTES AND APPROVED RATES**

## Travel

***Public Transport***

Actual expenditure on second-class rail, bus or coach fares will be reimbursed. Cheap day returns should be used where applicable. Car parking fees at a station will be reimbursed. Exceptionally, and in approved cases, air fares at the cheapest rate (tourist or economy) will be reimbursed.

If travelling by 1st class travel, the difference between 1st and 2nd class travel will be borne by the department (with prior approval by the Head of Department).

***Privately Owned Vehicles***

Approved rate 45p per mile for the first 10,000 miles per annum and 25p per mile thereafter. These rates are intended to cover reimbursement of all costs incurred, including any additional insurance.

**Car mileage may only be claimed where public transport was not available**. Approval for reimbursement will only be given when one of the following reasons applies and is stated on the front of this form.

* public transport was not available
* apparatus or bulky items were carried
* the saving of time could be warranted
* the stated number of people travelling together made it economic.

Taxi fares may also be claimed in the above circumstances.

Motorcycles, Scooters and Mopeds

* Approved rate 24p per mile.

## Subsistence

Staff travelling on University business may reclaim *reasonable out-of-pocket* costs of subsistence, subject to the approval of the appropriate budget holder, and provided the claim is fully receipted and vouched.

Postage costs for return of scripts etc will be paid for by the department.

## *Vouching Receipts*

With the exception of approved mileage claims, receipts are required to enable us to process the travel and subsistence claim efficiently.  Please ensure that these are attached to the claim form.

**ADDRESSES TO SEND EXPENSES TO**

Please email to [external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk) or alternatively post to:

Quality and Academic Development

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

|  |  |
| --- | --- |
| **University of Essex** | ***Travel and Subsistence claim***  ***External Examiners*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | *Surname* | *Forename* | *Title* |
| **Payee** | Name |  |  |  |
|  | Home Address: |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  | Post Code: |  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Section A - Travel** | | | | Type of Travel/ Class/ Miles | Receipt attached \* | Amount £ |
| Date | From | To | Purpose of the Journey |
|  |  |  |  |  | Yes / No |  |
|  |  |  |  |  | Yes / No |  |
|  |  |  |  |  | Yes / No |  |
|  |  |  |  |  | Yes / No |  |
|  |  |  |  |  | Yes / No |  |
| Section A Total £ | | | | | |  |
|  | | | | | | |
| **Section B – Subsistence/Other** | | | | | Receipt attached \* | Amount £ |
| Date | Detail | | | |
|  |  | | | | Yes / No |  |
|  |  | | | | Yes / No |  |
|  |  | | | | Yes / No |  |
|  |  | | | | Yes / No |  |
| *\* With the exception of approved mileage claims, receipts are required to enable us to process the travel and subsistence claim efficiently. Please ensure that these are attached to the claim form.* | | | | Section B Total £ | |  |
|  | |  |
| **Claim Total A +B £** | |  |

I certify that the above expenses were properly incurred on University business.

Signed …………………………………………………… Dated ………………………………..

For University use only:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expenditure Codes | | | | | | | | | | | Value | |  | Authorised | Date |
|  |  |  |  | R | E | 0 | 0 | 3 | 0 | 0 |  |  |  |  |  |
|  |  |  |  | R | E | 0 | 0 | 3 | 0 | 0 |  |  |  |  |  |
|  |  |  |  | R | E | 0 | 0 | 3 | 0 | 0 |  |  |  |  |  |