

## External Examiner Expenses Claim Policy

External examiners will be reimbursed reasonable and actual costs of UK-based expenses incurred **wholly, exclusively and necessarily** in the performance of the role, in accordance with the University's Expenses Policy and providing the expenditure was incurred within the previous 6 months.

Only those expenses relating to, and incurred by the external examiner, as described in this document, are eligible for reimbursement. Expenses incurred by individuals accompanying the external examiner, whether family, friends or staff of the University, will not be reimbursed. All claims must be supported by documentary evidence (invoice/receipts). Credit card slips and statements are not acceptable as proof of payment.

### 1. Travel

1.1 External examiners are responsible for ensuring that travel arrangements are appropriate, practical and that costs incurred are reasonable. The University will reimburse the costs of travel to and from the University under the following conditions:

- a) Standard class rail fare OR advance first-class rail fare where the cost of the advance first class ticket is equal to or less than the cost of a standard class ticket purchased on the day of travel;
- b) Mileage at forty-five pence per mile up to a maximum of 10,000 miles in a business year;
- c) Internal flights within the UK if the cost of a return flight is equal to or less than the cost of an equivalent standard class rail journey;
- d) Private car or taxi fares between a home address and public transport links and between the University campus and public transport links, where alternate methods of reaching those public transport links are impractical or unavailable.

1.2 Allowable costs do not include: private motor vehicle hire, public transport tickets which are unused and untraveled, and any fines or penalty fares.

### 2. Subsistence

2.1 Reasonable costs of meals and refreshments incurred by external examiners will be reimbursed upon presentation of all receipts (in all cases).

- 2.2 Alcoholic beverages are expressly excluded from reasonable subsistence expenses.
- 2.3 Gratuities are paid at the discretion of the external examiner and, unless specifically included on the bill as a service charge, will not be reimbursed by the University.

### **3. Overnight accommodation**

- 3.1 The University will reimburse accommodation expenses at reasonable rates in those instances where an external examiner requires an overnight stay in order to fulfil the requirements of the appointment.
- 3.2 External examiners travelling to and from the University within the Accommodation Zone of Exclusion (Annex 1) are not normally eligible for the reimbursement of overnight accommodation costs. Exceptional requests for reimbursement of expenses for overnight accommodation, for those individuals travelling within the Zone of Exclusion, will be considered on a case-by-case basis. Any such request must be presented by the external examiner, or host department or school, in advance of confirming travel or accommodation arrangements.
- 3.3 It is not anticipated that any UK-based external examiner would be required to stay in Liverpool for more than one night on those occasions where an overnight stay is necessary. Valid claims are therefore limited to one night of accommodation expenses. Exceptional requests for the reimbursement of accommodation expenses incurred for more than one night will be considered on a case-by-case basis. Any such request should be presented by the external examiner, or host department or school, in advance of confirming accommodation arrangements.
- 3.4 External examiners should liaise with their host department or school to arrange for accommodation to be booked via Procurement at one of the University's preferred venues. If a department or school arranges and pays for accommodation, an Internal Supply Form (BIF) should be sent to Student Administration & Support Division with a request for reimbursement.
- 3.5 Only those accommodation costs incurred at establishments in the Liverpool and Wirral areas will be reimbursed.

### **4. Non-UK external examiners based outside the UK/EEA**

- 4.1 Only those expenses incurred within the UK are eligible for reimbursement.

- 4.2 Exceptionally, the costs of budget return airfare may be reimbursed if those costs are equivalent to those which might have been incurred for internal travel within the UK.
- 4.3 Expense claims from non-UK external examiners will be subject to scrutiny and, where a claim is considered excessive, the host department or school will be asked to make a contribution.
- 4.4 Any visa costs incurred by the examiner entering the UK, if required to carry out their duties, will not be met by the University.

## **Annex 1 Accommodation Zone of Exclusion**

In accordance with Section 3 (Overnight accommodation), external examiners travelling to and from the University within a distance of 80 miles are expected to do so without the need for overnight accommodation.

A request for the reimbursement of accommodation expenses notwithstanding this requirement will be considered on a case-by-case basis provided any such request is submitted in advance of any visit.

## Annex 2 Contact Details

**For information about the external examiner system for taught provision, and requests for the reimbursement of expenses notwithstanding the requirements outlined in this policy for taught appointments, please contact:**

Ms Maria Muldoon  
Senior Administrator  
Student Administration & Support Division  
Email: [m.e.muldoon@liverpool.ac.uk](mailto:m.e.muldoon@liverpool.ac.uk)

**For administrative support, including the processing of payment of expenses and fees for taught appointments, please contact:**

Mrs Louise Higham  
Management Support Team  
Student Administration & Support Division  
Email: [extexam@liverpool.ac.uk](mailto:extexam@liverpool.ac.uk)

**For all aspects of the external examiner system for research provision, please contact:**

Research Degrees Administration Team  
Student Administration Team Student  
Administration & Support Division  
Email: [vivafees@liverpool.ac.uk](mailto:vivafees@liverpool.ac.uk)