

PLEASE COMPLETE IN CAPITAL LETTERS & READ NOTES FOR CLAIMANTS ON PAGE 3

External Examiners/Panel Members/External Subject Advisers CLAIM FORM

Undergraduate/Postgraduate External Examiners – please use this form to claim your annual fee (after completion of annual report), visit fee and/or expenses and return the form directly to the [faculty finance administrator](#).

External Validation/Periodic Review Panel Members – please use this form to claim your fee and/or expenses and return the form directly to the [faculty finance administrator](#).

External Subject Adviser – please use this form to claim your annual fee (after completion of annual report), visit fee and/or expenses and return the form directly to: [Educational Partnerships](#)

If your address or bank details have changed since a previous claim please tick this box ☐

Payment cannot be made unless the fields which are marked with * are completed by claimant.

Please note that you must provide your official name as documented on any legal documentation, e.g. Birth Certificate, Marriage Certificate or Deed Poll Certificate.

*Title:	*Forename:	*Surname:	*Gender:
*Home Address:			
*Town:	*County:	*Postcode:	
*Personal email address:			
Programme:			
Faculty:			
School/Department:			
Purpose of Visit and Date(s):			

* National Insurance No. (Exemption Forms where applicable)

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* Date of Birth

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Nationality code¹

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Disabled (Y/N):

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Ethnicity code¹

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* Name of Bank

* Branch

* Sort code

* Account No.

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¹ If you have completed a claim form previously and provided details of your nationality and ethnic origin, you are not required to provide this information each time you claim. Nationality codes and Ethnicity codes can be found on page 4.

Means of Transport	From	To	Single/Return/ Mileage	Amount £
Fares (train, bus, air fare)				
Private Car (state mileage)				
TOTAL				

Subsistence (see Notes for claimants)	Amount £
TOTAL	

Postage expenses (see Notes for claimants)	Amount £
TOTAL	

	Amount £
TOTAL EXPENSES (travel, subsistence and postage)	

Please tick the appropriate box.

Undergraduate External Examiner		External Periodic Review Panel Member	
Postgraduate External Examiner		External Validation Panel Member	
Research External Examiner		External Subject Adviser	

Please tick the appropriate box(es) – you may need to tick more than one. If you are a PG examiner, indicate below how many dissertations you have moderated.

Annual Fee (on receipt of annual report)		Expenses (receipts must be provided)	
Visit Fee		Number of PG dissertations moderated	

I declare that the expenses as stated have been actually and necessarily disbursed by me solely on De Montfort University business

Signature of Claimant _____

Date _____

FOR INTERNAL USE ONLY

Job Number

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To: Payroll & Pensions Team

Please pay to the above named:

Ext. Ex/Panel Member /Ext. Subject Adviser Fee £ _____

Visit Fee £ _____

Dissertation Fee £ _____

Travel Expenses £ _____

Subsistence £ _____

Postage £ _____

Total sum £ _____

Total Fee £ _____**Total Expenses** £ _____

Panel Member/ESA/External Examiner Tenure Start Date: _____

Tenure End Date: _____

Head of Centre: _____

Date: _____

Department: _____

NOTES FOR CLAIMANTS**External Examiners, Panel Members**

- External Examiner Reports should be sent electronically to gaenquiries@dmu.ac.uk.
- Payment of annual fee is authorised only when your external examiners report has been received.
- The annual fee is not an automatic payment and a claim form must be submitted even if you are not claiming for a visit fee and/or expenses.
- You can submit expenses throughout the year if you make multiple visits to the university.
- The fees are taxed in the normal way through PAYE.
- Claim forms should be submitted within 3 months of the visit or submission of the report.
- Further details of external examiner fees can be found on the university website www.dmu.ac.uk/external-examining.
- If you are over state pension age and this is your first claim, please provide proof of your date of birth. A copy of your birth certificate or passport is acceptable.
- Once completed, this form along with receipts should be posted or emailed to the [faculty finance administrator](#).

External Subject Advisers

- External Subject Adviser Reports should be sent electronically to [Educational Partnerships](#).
- Payment of annual fee is authorised only when your External Subject Adviser report has been received. You can submit expenses throughout the year if you make multiple visits to a partner.
- The fees are taxed in the normal way through PAYE.
- If you are over state pension age and this is your first claim, please provide proof of your date of birth. A copy of your birth certificate or passport is acceptable.
- Once completed, this form should be posted or emailed to [Educational Partnerships](#), Room 1.56, Gateway House, De Montfort University, The Gateway, LEICESTER, LE1 9BH.

External Examiners, Panel Members and External Subject Advisers**Travel**

- If you are travelling by rail/bus/tube you must wherever possible arrange tickets in advance.
- Where advance booking is not possible you will be reimbursed for the cost of standard class travel upon submission of an expenses claim, supported by appropriate itemised receipts.

- If itemised receipts or travel tickets are not provided, under HMRC rules, your expenses will be taxed.
- In exceptional circumstances, you may travel first class when accompanying a member of the University Executive Committee. Prior written authorisation from a senior post holder will be required in these circumstances and a copy of the authorisation must be sent to the [faculty finance administrator](#) attached to the expenses claim along with the appropriate receipt.
- The mileage rate for private cars is 45p per mile.

Subsistence Allowances

- Reimbursement of expenditure incurred will only be made for expenses agreed, in advance, with the appropriate line manager and on production of supporting receipts attached to the expenses claim.
- If itemised receipts or travel tickets are not provided, under HMRC rules, your expenses will be taxed.
- You are required to contain subsistence expenses within reasonable levels, i.e. hotels should be 'travel lodge' or equivalent and 'table d'hote' menus should be selected wherever possible.
- Advice should be sought from the Director of Faculty Operations, or Educational Partnerships as relevant, who will clarify and agree acceptable expenditure in advance.

Postage

- All postage expenses will be refunded.

Completed/authorised claim forms received by the faculty before the **31st of each month** will be paid by the **25th of the next month**. (i.e. received at DMU on 28th July – payment will usually be received on 25th August). Your claim will be authorised by the faculty/department before it is submitted to the Payroll and Pensions Team. **If your claim is received after the 31st of the month, it will be paid by the 25th of the following month.** (i.e. received at DMU on 8th August – payment will usually be received on 25th September).

Code Nationality

1604 Algeria
1609 Australia
1610 Austria
1838 Belarus
1619 Brazil
1621 Bulgaria
1626 Canada
1631 China (People's Republic of)
1639 Czech Republic
1639 Czechoslovakia
1641 Denmark
1768 Egypt
1651 Finland
1653 France
1656 Germany
1658 Ghana
1661 Greece
1710 Holland
1669 Hong Kong
1670 Hungary
1672 India
1829 Indian Ocean Territory (British)
1674 Iran
1675 Iraq
1676 Ireland (Republic of)
1678 Italy
1680 Jamaica
1682 Jordan
1698 Malaysia
1702 Mauritius
1710 Netherlands
1717 Nigeria
1782 Not known
1726 Philippines
1727 Poland
1728 Portugal
1733 Romania

1842 Russia
1780 Serbia
1746 Singapore
1748 Somalia
1750 South Africa
1751 Spain
1755 Sweden
1757 Syria
1652 Taiwan
1766 Turkey
1845 Ukraine
2826 United Kingdom (excluding the Channel Islands and the Isle of Man)
1771 USA
1773 Venezuela
1732 Zimbabwe
Other please specify

Ethnic Origin

11 White – British
12 White – Irish
13 White – Scottish
14 Irish Traveller
19 Other White background
21 Black or Black British – Caribbean
22 Black or Black British – African
29 Other Black background
31 Asian or Asian British – Indian
32 Asian or Asian British – Pakistani
33 Asian or Asian British – Bangladeshi
34 Chinese
39 Other Asian background
41 Mixed – White and Black Caribbean
42 Mixed – White and Black African
43 Mixed – White and Asian
49 Other Mixed background
80 Other Ethnic background