DE MONTFORT UNIVERSITY LEICESTER

Employee No. _____

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

External Examiners/EPA Examiners/External Panel Members
CLAIM FORM

External Examiners/EPA 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 Panel Members – please use this form to claim your fee and/or expenses and return the form directly to the faculty finance administrator.

If you have been involved with a collaborative event, please send your claim form to daqpartnerships@dmu.ac.uk.

Please note, payment may be delayed if claims are not submitted directly to the appropriate contact.

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)** ☐☐☐☐☐☐☐☐☐

*** Date of Birth** ☐☐☐☐☐☐ **Nationality code[1]** ☐

Disabled (Y/N): ☐ **Ethnicity code[1]** ☐

*** Name of Bank** _____ ***** Sort code ☐☐☐☐☐☐

*** Branch** _____ ***** 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	☐	EPA Examiner	☐
Postgraduate External Examiner	☐	External Panel Member	☐
Research External Examiner	☐		

Please tick the appropriate box(es) – you may need to tick more than one.

Annual Fee (on receipt of annual report)	☐	Expenses (receipts must be provided)	☐
Visit Fee	☐	PhD Viva	☐

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 | | | | | | | |

To: Payroll & Pensions Team

Please pay to the above named:

External Examiner annual fee	£														
EPA Examiner annual fee	£														
External Panel Member fee	£														
PhD Viva	£														
Visit fee	£														
Travel expenses	£														
Subsistence	£														
Postage	£														
Total sum	£														

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

External Examiner/EPA Examiner Tenure Start Date: _____ Tenure End Date: _____

Head of Centre: _____ Date: _____

Department: _____

NOTES FOR CLAIMANTS

External Examiners, EPA Examiners, External Panel Members

- External Examiner Reports should be submitted via the MS Forms link.
- Payment of the external examiner/EPA examiner annual fee, is authorised only when your 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.
- 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 https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/daq/external-examining.aspx.
- 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 emailed to the faculty finance administrator.

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.
- Please note, we do not reimburse the cost of alcoholic drinks.
- 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 **25th of each month** will be paid by the **25th of the next month**. (i.e. received at DMU on 24th 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 25th 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).

Please note, payment may be delayed if claims are not submitted directly to the appropriate contact.

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