

Guidance for external examiners on claiming expenses

The purpose of this guidance document is to ensure that all external examiners at Regent's University London are aware of the types of expenses they can legitimately claim in addition to the agreed payments detailed in the service agreement¹.

Expenses

Expenses claims may only be made for reimbursement of actual expenditure incurred. All claims must be supported by original and detailed receipts.

External examiners must submit their expenses claim form to the Student Registry. Please see the Regent's University London expenses claim template for further details on the information required for expenses claims to be processed.

All expenses claims must be submitted no more than two months after the expenditure has occurred. Regent's reserves the right not to process any expenses claims submitted after this deadline.

Expenses claim forms and all original corresponding receipts should be posted to:

Student Registry
Regent's University London
Inner Circle
Regent's Park
London
NW1 4NS

Travel

External examiners should seek to use the most economical method of travel in all cases. Tickets to travel to the University by public transport should be booked in advance, where possible. When booking tickets, panel members should use the lowest cost travel options by selecting the best time of day and route consistent with efficient use of time. In the majority of cases, travel should be standard class unless a clear case can be made to the Student Registry in advance of the booking, as to why an upgrade in travel class is required.

Although external examiners are encouraged to travel by public transport, where it is deemed essential to make a journey by car, fuel will be reimbursed at 40 pence per mile. Please note that the University does not insure any journeys made in a private car, and thus external examiners must ensure that a valid insurance and other relevant documentation has been obtained as required by law. Essential taxi fares and parking charges will be reimbursed on production of receipts.

¹ Please refer to the service agreement document, which is sent to external examiners upon appointment.

Subsistence

External examiners can claim reasonable subsistence expenses provided that these are supported by original receipts. The University will only reimburse subsistence claims of up to £30 within any 24 hour period.

The University will not reimburse claims for personal expenses. Examples of personal expenses include but are not restricted to:

- Alcohol expenditure
- Tobacco expenditure
- Personal telephone calls.