

# Expenses Regulations for External Examiners

## Regulation

Expenses incurred should be wholly, exclusively and necessarily in the course of duty, complying with all relevant financial regulations and procedures.

External examiners making claims, and budget holders authorising such claims, must ensure economy and cost effectiveness when incurring expenses. Claimants are entitled to be reimbursed in full for the relevant allowances and receipt based expenses.

## Procedure

The HM Revenue and Customs dispensation requires that all expenses are on a receipt basis. Credit and debit card vouchers do not qualify as receipts.

Claims for reimbursement of expenditure incurred in the course of duty, should be submitted on the expenses claim form (found [here](#)) with any receipts to the Quality Management department for checking, approval and submission to Finance Service.

Completed claim forms should be submitted by the 7<sup>th</sup> of each month (taking into account weekends) in order to be processed in time for the same month payment. Expenses are paid on the last working day of the month.

Any claim relating to a period more than three months prior to the date of submission for reimbursement must be accompanied by an explanation for late submission and will be payable only at the discretion of the Chief Finance Officer.

The University's financial year runs 1<sup>st</sup> August-31<sup>st</sup> July. Claims relating to the closed financial year must be submitted within one month after the end of the year (i.e. by 31<sup>st</sup> August). Claims received after August for the prior year will not be paid.

## Travel

External examiners should travel using the most economic mode of transport. The least expensive fare should be purchased.

External examiners are expected to travel economy class wherever possible.

### Train

External examiners travelling by train will be reimbursed for the cost of the rail fare. The expenses claim form, accompanied with receipts, should be completed and submitted to claim the cost back. Rail tickets are not classed as a receipt.

### Air

External examiners travelling by plane will be reimbursed for the cost of the flights. The expenses claim form, accompanied with receipts, should be completed and submitted to claim the cost back. Boarding tickets are not classed as a receipt.

### Car

External examiners travelling by car should use car hire for journeys totalling over 150 miles, unless agreed otherwise. The cost of the car hire and the fuel used will be reimbursed through the expenses claim form. Receipts should always be obtained and included with the submitted form.

For journeys less than 30 miles a car should not be hired without permission from the Head of Quality Management. Where transport is required for a short journey or a short amount of time external examiners should consider using public transport.

Where a hire car is not appropriate for journeys totalling over 150 miles, external examiners can use their own vehicle to travel, subject to prior approval from the Head of Quality Management.

For external examiners using their own vehicles, the business use will be reimbursed at the current University rates using the expenses claim form.

Current rates for the use of own car are as follows:

- 40p per mile for the first 10,000 business miles in the fiscal year; thereafter 25p per mile.
- For the current rate of the use of own motor cycle please contact the University's Quality Management department.

External examiners using their own vehicles should include the full details of the journey, the date, mileage, reason for journey, starting point with postcode, destinations with postcode on the expenses claim form.

## Accommodation expenses and allowances

External examiners requiring overnight accommodation away from home whilst undertaking their duties should book with one of the following university recommended hotels:

### Jurys Inn Southampton

Charlotte Place

Southampton

SO14 0TB

Tel: 023 8037 1111

Website: [www.jurysinns.com/hotels/southampton](http://www.jurysinns.com/hotels/southampton)

### Premier Inn Southampton City Centre

6 New Rd

Southampton

SO14 0AB

Tel: 0871 527 9000

Website: [https://www.premierinn.com/gb/en/hotels/england/hampshire/southampton/southampton-city-centre.html?cid=GLBC\\_SOUMTI](https://www.premierinn.com/gb/en/hotels/england/hampshire/southampton/southampton-city-centre.html?cid=GLBC_SOUMTI)

The cost of the accommodation will be reimbursed through the expenses claim form. Receipts should always be obtained and included with the submitted form.

External examiners wanting to book accommodation at a different hotel from those listed above should contact the Quality Management department if the daily rate exceeds £75 plus VAT (£125 for London).

## Subsistence

External examiners who are away from home and work whilst visiting Solent University are entitled to claim subsistence expenses. The general principles of reasonableness and economy combined with efficient working practices must be applied.

Following the University's current HM Revenue and Customs dispensation, external examiners are expected to use a receipts basis for all claims related to subsistence. Allowable items must be supported by original receipts and vouchers. A single alcoholic drink is permitted when accompanied with a meal.

External examiners on official business of **more than five hours, and having travelled more than five miles**, may claim for the cost of meals taken away from home up to the following value and subject to a maximum of £30 per day:

i. **Breakfast**

Up to £6 may be claimed.

Inland Revenue accept that if the official business travel starts before 7am a nominal amount can be claimed.

ii. **Lunch**

Up to £10 may be claimed.

Lunch may be claimed providing that the official business of more than 5 hours covers the time period 12 - 2pm.

iii. **Afternoon Tea**

Up to £5 may be claimed.

Afternoon Tea may be claimed providing that the official business of more than 5 hours covers the time period 3 - 5pm.

iv. **Dinner**

Up to £15 may be claimed.

Dinner may be claimed providing that the official business of more than 5 hours (including travelling time) finishes after 7pm.

## Contact Details

Please submit all claim forms to:

Quality Management Department, RM101  
Solent University  
East Park Terrace  
Southampton  
SO14 0YN

Email: [QA@solent.ac.uk](mailto:QA@solent.ac.uk)

Tel: 023 8201 6399