

## GUIDANCE ON EXPENSES CLAIMS FOR EXTERNAL EXPERTS (UG/PGT)

This guidance should be read in conjunction with the UG and PGT expenses claim forms available on the UEA's website - [External Examiners \(uea.ac.uk\)](http://uea.ac.uk) and on the internal Blackboard site for appointed External Experts.

### Journey expenses, subsistence and accommodation expenses

It is UEA's aim to reimburse all reasonable travelling expenses necessarily incurred by External Experts for attending University business. This is normally interpreted as covering second-class rail fare plus appropriate local travel at either end of the journey. External experts should approach their administrative contact in the School of Studies at UEA, if the costs of travel will likely exceed what our guidance stipulates.

Similar principles apply to the booking of overnight accommodation where this is required. External experts should ask their normal UEA contact to make appropriate arrangements in UEA's guest accommodation or in a local hotel.

**Train** - Standard class fares plus appropriate local travel at either end of the journey will be reimbursed. External experts are asked to book travel in advance and take advantage of any fare reductions. Often advance first class fares can be much cheaper than many other fares and UEA will reimburse these if you show that this was the cheapest option (a screenshot will be fine).

There is a bus service from Norwich Railway Station to UEA, but it may be more convenient to take a taxi from Norwich Railway Station to UEA, particularly if arriving late at night or if time is limited.

**Car** - UEA pay mileage at the rate of £0.45 per mile. This rate is intended to cover reimbursement of all costs incurred in using a privately owned vehicle, including insurance for business usage.

**Air travel** - If travelling from outside the UK or if the distances involved are significant, air travel may be reimbursed. External Experts should discuss this with your administrative contact in advance.

**Subsistence Allowance** -. The following allowance rates apply:

- Breakfast (if not included in overnight accommodation or where a journey starts before 08.00): up to £7.50
- Lunch (if not provided by UEA and where a journey of two hours or more takes place across lunchtime [12.00 – 14.00]): up to £7.50
- Evening meal: up to £30.00 (please note that we will not pay for alcoholic drinks)

- Other snacks and drinks: up to £7.50
- In most cases your administrative contact in the School of Studies will be able to book accommodation for you, taking advantage of preferential rates and local knowledge

## Questions and answers

### Will expenses be paid without a receipt?

Expenses will only be paid if supported by a receipt. We are unable to reimburse you for other expenses such as newspapers, laundry, gratuities, DVD hire in accommodation or alcoholic drinks.

### Can UEA book my travel for me?

External Experts normally prefer to make their own travel arrangements, with flexibility to choose the train(s) which are most convenient / meet individual requirements. Your administrative contact in the School of Studies at UEA may be able to help with some travel information, such as journey times and distance from the station to UEA or overnight accommodation.

### Will UEA make accommodation bookings for me?

Your administrative contact in the School of Studies at UEA will make overnight accommodation bookings for you in the UEA's guest accommodation or a local hotel.

### How do I claim my expenses and subsistence?

Send the completed expenses claim form and receipts (scanned copies), to the Assessments and Quality Office (LTS.AQO@uea.ac.uk). If you are claiming a cheap advance first class fare, provide supporting evidence (screenshot or similar evidence) showing that this was the cheapest option. We do not require a receipt for petrol as there is a flat rate for this.

### When will I be paid?

Payment will be made directly to the External Expert's bank account by **credit transfer** as part of UEA's monthly payroll run (normally the 28<sup>th</sup> of each month) following receipt of the expenses claim forms and receipts.

### When should I submit the claim form and receipts?

Aim to submit completed forms and receipts asap and prior to the end of the month to ensure prompt payment.