

Last Updated: September 2020

## GUIDELINES FOR COMPLETING THE EXPENSES CLAIM FORM

*Please read these notes before completing the expenses form. Receipts for expenses incurred for travel, refreshments and hotel accommodation (if not booked by the University) should be included with your claim.*

### MAXIMUM DAILY PERMITTED EXPENDITURE – SUBSISTENCE ALLOWANCES:

Lunch or breakfast	£15.00
Dinner	£25.00 (£30.00 in London)

### OVERNIGHT ACCOMMODATION:

Local hotel accommodation is arranged on request with no charge to external examiners.

Accommodation with family and friends      £25.00

NB: External Examiners will normally be accommodated in either The Putney Lodge Hotel or the Kingston Lodge which have special arrangements with the University in respect of tariff and invoicing. Accommodation requests are booked through the Programme Administrators within the School/Department to which the external is attached. If externals book their own accommodation at a hotel other than those listed above, they will need to pay the bill and then claim back the subsistence allowance on the expenses claim form, up to the University's per diem rate of £140.

<b>TRAVEL EXPENSES:</b>	<b>Car</b>	<b>Motorcycle</b>	<b>Bicycle</b>
Up to 10,000 miles	0.45	0.24	0.20

1. In all cases, it should be shown that the use of a private vehicle is more efficient or economical than the use of public transport. External Examiners may, however, be entitled to use a private vehicle where the transport of large documents is involved. Where reimbursement of mileage is claimed, a claim can only be made on the basis that a motor-car, motorcycle or bicycle has been used, and not alternative modes of transport.
2. Motor vehicles must not be used unless the motor insurance is endorsed so as to completely indemnify University of Roehampton in connection with any claims of any sort arising from or in connection with any such use. The University holds no insurance policy which provides cover for motor vehicles whilst they are being used on or in connection with University business whether in the UK or abroad. External examiners should check that their insurance includes cover for business use.
3. When travelling by public transport, actual fares will be reimbursed with the proviso that, in all cases of travel, the lowest cost form of transport available should be used, subject to the need to comply with schedules and timetables and to ensure personal safety.

The above rates apply to claims from central budgets for travel within the U.K. Special arrangements will need to be made in cases where an external examiner/adviser is coming from overseas.

### REIMBURSEMENT

Reimbursement will normally be made by direct transfer into a bank account, drawing on the details (account number and sort code) provided on the claim form. The completed and signed claim form can be emailed, along with the relevant receipts, to the Academic Office or sent to the address below:

University Academic Office  
University of Roehampton  
Roehampton Lane  
London  
SW15 5PU