

# External Examiners Expenses Policy

External Examiners (EEs) are paid directly by the Exam Office for their fees, accommodation, travel, and any out-of-pocket expenses including meals they have purchased. Examiners of taught programmes are given a Fee & Expenses Claim Form at the beginning of their appointment, and further copies can be downloaded here: [External examiner annual reports \(reading.ac.uk\)](#)

External Examiners are subject to the normal corporate policy regarding expenses, available on the Finance website: [expenses-policy.pdf \(reading.ac.uk\)](#).

Means and class of travel are determined by the Travel policy which can be found on the following webpage: [Business travel \(reading.ac.uk\)](#)

Please note that fees and expenses must be claimed within 12 months, otherwise they will not be paid.

It may be appropriate for a School/Dept to entertain a visiting External Examiner, or to book travel or accommodation for them in advance of their visit (preferably at Cedars Hotel on campus for Whiteknights-based programmes). In such instances, the School/Dept is responsible for paying the bill up front; however, the Exams Office may be able to reimburse them, subject to the rules below.

## **What will the Exams Office reimburse Schools/Depts for?**

Expenses related to travel, accommodation and food for the EE, during a visit to campus to undertake external examining duties, that the School has paid for. Original receipts and/or invoices must support the claim.

## **How much can be reimbursed?**

For one External Examiner and one Internal Examiner, the rate is £20.00 maximum per head for dinner or £15.00 per head for lunch. If the cost exceeds that amount, or more than one member of Reading Uni staff per EE is present, the School is responsible for those costs.

The maximum expenses budget per External Examiner of a taught programme is £300 per year.

## **What information is needed to make a claim?**

In order to reimburse a School/Dept, we need the names of the External Examiner(s) concerned, the names of UoR staff involved if applicable, original receipts/invoices, and the Project/Account Code you would like the money transferred to, either in hard copy to the Examinations Office, Room G30, JJ Thomson Building, or scanned copies by email to [examiners@reading.ac.uk](mailto:examiners@reading.ac.uk).

## **What happens if an EE claims more than £300?**

The maximum amount we will cover for any EE's expenses in one year is £300, so if the EE has already claimed up to that amount, we cannot reimburse the School. If an EE claims expenses of more than £300, the Exams Office will pay the full amount and ask the School/Dept to reimburse the Exams Office anything over the £300 limit.

## **What are the timescales for reimbursement?**

Transfers are done in batches, usually every three months. If it looks like the £300 limit may be exceeded, the Exams Office will not reimburse the School/Dept until after the EE has claimed their own expenses and the total claim per EE is known.

## **Further Questions**

For any queries relating to EE expenses, please email [examiners@reading.ac.uk](mailto:examiners@reading.ac.uk).