Thank you for agreeing to external examine at the University of Hertfordshire. Please read the following important information before completing the claim form overleaf.

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD FEES** | | | *Per additional*  *contract* |
| **Programme**  External Examiner only |  | **£300.00** | £150.00 |
|  | | | |
| **Module**  External Examiner Only | Up to 20 Modules | **£450.00** | £300.00 |
|  | | | |
| **Both Programme & Module**  External Examiner | Up to 20 Modules | **£600.00** | £450.00 |
|  | | | |
| **Short Course**  External Examiner | £50 per delivery of a Short Course up to a maximum of £450 per year | **\*See below** |  |
| **Attendance at External Examiner Induction Workshop** | | **£50.00** |  |
| **Additional Fee for EPA Examination role in addition to standard fee**  External Examiner | | **£100** |  |

*\*Note that External Examiners who cover both modules and short courses will receive a single fee with a maximum of £450 per year, and the number of combined modules and short courses must not exceed 20.*

**FEE PAYMENTS**

All fee payments are processed through the University’s payroll system. Fee payments are processed on the submission of your annual report.

**EXPENSES**

We are only able to reimburse standard class travel fares, for which receipts or travel tickets must be produced.

**Your claim form must be submitted to** [**aqo@herts.ac.uk**](mailto:aqo@herts.ac.uk) **for it to be processed.**

**PLEASE NOTE**

All claims will be paid on a monthly basis and should be received by the 1st of the month for payment by the end of the month. Payment claims that are not submitted by the 1st cannot be guaranteed to be paid and will be processed and paid at the end of the following month. The University apologises for any inconvenience that this may cause.

**Claims must be submitted within the academic session that they are incurred and not later than 3 months after the work has been carried out. Claims received beyond the 3 months may take longer for processing for payment.**

For more information about the process for claiming fees, please refer to the guidance notes contained within the External Examiners Handbook under *External Examiners’ Fee Schedule and Expense Rates.*

If you have any queries, please contact [aqo@herts.ac.uk](mailto:aqo@herts.ac.uk).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: General Information** | | | | | | | |
| **Surname** |  | | | | **Title** Please select an item | | |
| **Forenames** |  | | | | **Staff no.** | | |
| **School** | Please select an item | | | | | | |
| **Type of Examiner** | Please select an item | | | | | | |
| **Period covered** | From Click to enter a date | | | To Click to enter a date | | | |
| **Date of birth** |  | | | | | | |
| **Section 2: Fee & Travel Expenses for External Examiners**  Travel receipts or tickets must be scanned and attached along with this form. We regret that we are only able to reimburse standard class rail fares and economy airfares.  *\*More information on fees on page 1* | | | | | | | |
| **Reason for claim (i.e. board meeting/ school visits)** | |  | | | | | |
| **Fee**  *(Programme £300*  *Module £450*  *Both Programme & Module £600*  *Short Course £50\*)* | Annual report academic year: | | | | | | £ |
| **Attendance to Workshop** *(£50)* | Date attended: Click to enter a date | | | | | | £ |
| **Travel Details and Expenses** | Transportation: | | From:  To: | | | | £ |
| **Car Mileage** (45p/mile) | Distance: | | | | | | £ |
| **Subsistence** (please specify) |  | | | | | | £ |
| **Other** (please specify, including any additional fees) |  | | | | | | £ |
| **TOTAL** |  | | | | | | **£** |
| **Section 3: Declaration**  I certify that I have performed the above duties, and that the above expenses were actually and necessarily incurred for the purposes stated. (Please read the notes above before making a claim) | | | | | | | |
| **Claimant Signature:** | | | | | | **Date:** Click to enter a date | |
| **School Budget Holder Signature:**  (For expenses and additional fees) | | | | | | **Date:** Click to enter a date | |
| **Academic Registry Budget Holder Signature:** | | | | | | **Date:** Click to enter a date | |

NB: All the below details must be completed for each claim before it can be processed for payment.