

## Guidelines to UG and PGT External Examiners on the Payment of Expenses

Expense claims are to be submitted within a three month window from the date the expenses were incurred.

The following will be reimbursed by SAAA - Academic Quality Team:

### Travel Expenses:

- Standard return rail ticket
- Taxi/bus fares between home/University and a railway station or airport
- Car mileage at 45p per mile, and motorcycle mileage at 24p per mile.
- Flights – permission to book flights must first be requested from External Examiners, or Departments, and granted by, SAAA - Academic Quality Team  
[academic-quality-admin@york.ac.uk](mailto:academic-quality-admin@york.ac.uk).

Please note: For environmental reasons we recommend that Examiners only travel by car if rail travel or public transport is not practical or cost-effective.

### Subsistence:

- Lunch – up to £15 (inc VAT) per person if the examiner eats alone, or with a departmental representative.
- Evening Meal – up to £30 (inc VAT) per person if the examiner eats alone, or with a departmental representative.
- Alcohol - The University will reimburse the cost of one alcoholic drink per person taken with an evening meal. This must be claimed within the evening meal limit.
- Service charge / tips - These must be claimed as part of the lunch or evening meal limit. Service charges are usually included on the bill or you can add a tip when paying by card.
- The University will only reimburse the actual cost of meals taken, up to the lunch/ evening meal limits - **you must provide receipts.**

### Accommodation:

- SAAA - Academic Quality Team will pay up to 2 nights bed and breakfast. If a longer stay is required, then permission to book a longer stay must first be requested by External Examiners, or Departments, and granted, by, SAAA - Academic Quality Team  
[academic-quality-admin@york.ac.uk](mailto:academic-quality-admin@york.ac.uk).
- Bed and breakfast costs will be reimbursed up to a maximum of £140 (inc VAT) per night.
- Costs associated with private arrangements with departmental staff will not be reimbursed.

If there are any queries please contact [examiners@york.ac.uk](mailto:examiners@york.ac.uk).

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