

## **Regulations Governing External Examiner Fees and Expenses**

The University will reimburse expenditure in accordance with the maximum rates specified below. The University reserves the right to amend or withdraw this policy at any time, at the discretion of the Executive Leadership Team. All expenses claims are subject to the University's normal audit procedures in accordance with its financial regulations.

With the exception of car mileage claims, reimbursement will only be paid on production of receipts for all items.

All expenses claims require receipts as evidence of expenditure showing expenses incurred. In most cases, credit card slips do not contain this information and **are not** acceptable, and therefore other receipts must be supplied. All claims must be submitted on the appropriate form and forwarded to Academic Registry for certification and approval.

The University will not deduct tax from payments made. External Examiners will need to make their own arrangements.

The External Examiner Fee/Expenses claim form is available on the internal University website, at <https://www.ljmu.ac.uk/academic-registry/external-examiner>.

### **Data protection**

Please see the [University's Privacy Statement for External Examiners](#).

### **External Examiner Annual Fees**

The annual External Examiner fee is **£500**. This will be paid at the end of each year, following the University's receipt of:

- The completed External Examiner Annual Report template.
- A completed External Examiner fee and expenses claim form.

*NB* - If more than one report is expected from an External Examiner under one fee and during one academic cycle, the fee will be paid on receipt of all reports expected for that academic cycle.

#### *Additional fees relating to amendments to duties:*

When amending the duties of an External Examiner, Faculties are permitted to propose the payment of an additional fee. Additional fees will normally only be considered on the following basis:

- If the additional duties necessitate an External Examiner to undertake **all** of the following:
  1. approval of additional assessments;
  2. additional moderation;
  3. production of an additional report; and
  4. to visit the University on more than one day, during an academic session, to attend Boards of Examiners.
 An additional fee of £500 could be considered.
  
- If the additional duties **do not** require an External Examiner to visit the University on more than one day, during an academic session, to attend Boards of Examiners, but would still necessitate them to undertake **all** of the following:
  1. approval of additional assessments;
  2. additional moderation; and
  3. production of an additional report.
 An additional fee of £375 could be considered.

**Please note additions to the duties of an External Examiner, outside of the above scenarios, would not normally result in the payment of an additional fee.**

## **External Examiner Expenses**

### *1. Travel by Road*

- 1.1 **Car mileage** will be reimbursed in accordance with the University's approved rate of 45p for first 10,000 miles in tax year, 25p thereafter..
- 1.2 **Hire vehicles.** The University will not reimburse External Examiners for the cost of a hire.
- 1.3 **Taxis should** only be used in appropriate circumstances and for local journeys, for example between a home address and public transport links and between a University campus and public transport links. Receipts should be obtained for all journeys.
- 1.4 **Car parking.** Car parking fees paid during the course of External Examiner duties will be reimbursed subject to the production of proof of expenditure. External Examiners should endeavour to use free parking where possible.

### *2. Rail Travel*

- 2.1 **Rail travel** can be booked through the University. If an External Examiner makes their own arrangements, reimbursement will be made subject to production of proof of purchase.
- 2.2 **First class travel costs** will not normally be reimbursed by the University. Requests for first class travel, for a specified exceptional reason, will be considered by the Head of Academic Quality and Standards or, in relation to collaborative provision, the applicable Director of School, on a case-by-case basis, and must be agreed in advance. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.

### *3. Air Travel*

- 3.1 **International air travel costs**, to facilitate External Examiner attendance at Liverpool

John Moores University premises and/or the premises of its collaborative partners in the United Kingdom, will not normally be reimbursed as approval of External Examiners living abroad will not normally be considered. However, air travel costs will be reimbursed for External Examiners visiting collaborative partners outside of the UK Mainland. Any such travel must be approved in advance by the Head of Academic Quality and Standards or, in relation to collaborative provision, the applicable Director of School, and will be considered on case-by-case basis. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.

- 3.2 **Internal air journeys** should only be made where it is apparent that such travel results in either direct or indirect cost savings (e.g. hotel charges) or where there is no other practicable method of travel, or where other special circumstance apply (e.g. industrial action). Such travel must be approved in advance by the Head of Academic Quality and Standards or, in relation to collaborative provision, the applicable Director of School, and will be considered on a case-by-case basis. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.

#### 4. *Overnight Accommodation*

- 4.1 External Examiners traveling to and from the University within a distance of 80 miles are normally expected to do so without the need for overnight accommodation, unless they are required to attend the University for more than one day consecutively. A request for the reimbursement of accommodation expenses notwithstanding this requirement will be considered on a case-by-case basis, by the Head of Academic Quality and Standards or, in relation to collaborative provision, the applicable Director of School, provided any such request is submitted in advance of any visit. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.
- 4.2 Hotel accommodation may be arranged through the University. Hotel bookings, associated with attendance at Boards of Examiners should be arranged via the relevant Faculty. If an External Examiner makes their own arrangements, reimbursement will be made subject to production of proof of purchase. A list of hotels with which the University has special arrangements can be provided. The cost of all facilities should not normally exceed £180 for London bookings, £150 for bookings in major cities, and £120 elsewhere.
- 4.3 The University is unable to repay any telephone, newspaper or gratuity costs incurred during overnight stays.

#### 5. *Meals and subsistence*

- 5.1 Reasonable costs of meals and refreshments incurred by External Examiners will only be reimbursed on production of receipts. The maximum amount payable in any 24 hour period are as follows
- £8 for breakfast
  - £10 for lunch
  - £25 for dinner

- 5.2 Alcoholic beverages are expressly excluded from reasonable subsistence expenses.
- 5.3 The university will not provide reimbursement of tips. Where an automatic service charge is included in the cost of a meal then these costs will be reimbursed subject to the maximum rates. If External Examiners, engaged to oversee collaborative provision outside of the UK mainland, travel to a country where tips are considered mandatory, advance approval of the use of tips must be obtained from the applicable Director of School. Any tips subsequently approved must be limited to 10% of the cost of the meal.

#### 6. *Postage*

Where an External Examiner has incurred postage charges, e.g. on returning scripts, these will be reimbursed on production of receipts.

#### 7. *Requests to exceed maximum rates*

The University recognises that there may be exceptional circumstances when the maximum rates may need to be exceeded. In order for reimbursement to be considered, External Examiners are asked to attach a covering letter to the claim form. This must be agreed and authorised by the Head of Academic Quality and Standards (or, in relation to collaborative provision, the applicable Director of School) and the Finance Director.