

**BEFORE COMPLETION, PLEASE REFER TO THE NOTES FOR GUIDANCE ON THE REVERSE OF THIS FORM.**

### SECTION 1 (Details of Claimant - block capitals)

Surname  Title   
 Forenames (in full)   
 Home Address   
  
  
 Post Code:   
 Academic Year

Title and Date of Examination Board, Research Degree Examination, Periodic Review or Programme Approval Event

National Insurance Number

Date of Birth

### PAYMENT DETAILS

Sort Code   
 Account Number   
 Account Name   
 Bank/Building Society Name   
 Branch   
 Passbook Number

### SECTION 2 (Fees)

**Basic fee:** (for External Examiners, only paid on submission of annual report) £   
**Moderation fee:** £   
**Attendance fee**  
 Please list dates attended £   
  
  
  
**TOTAL AMOUNT CLAIMED:**

### SECTION 3 (Expenses)

All receipts must be securely attached to this form. Please refer to the currently approved rates - see back of this form.

#### Rail Fare (Standard Class)

From:  £   
 to:

Single or Return? .....

**Details of other expenses incurred. Include any details of accommodation, mileage and subsistence claimed here.**

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#### TOTAL EXPENSES

**Payment will not be made until evidence of right to work in the UK has been verified by the department. By signing below, you confirm this check has been taken.**

Claimant's Signature Date  
   
 Authorised Signature Date

Are you Male or Female? Male  M Female  F  
**Disability Status** Not known to be disabled  1  
 Declared disabled  2 Not known  3

**How would you describe your origin? This refers to people who share the same cultural background and identity, not country of birth or nationality.**

White British	<input type="checkbox"/> 11	Black or Black British – Caribbean	<input type="checkbox"/> 21
White Irish	<input type="checkbox"/> 12	Black or Black British – African	<input type="checkbox"/> 22
Other White background Asian or Asian British – Indian	<input type="checkbox"/> 19	Other Black background Asian or Asian British – Pakistani	<input type="checkbox"/> 29
Asian or Asian British – Bangladeshi	<input type="checkbox"/> 31	Other Asian background	<input type="checkbox"/> 32
Chinese	<input type="checkbox"/> 33	Mixed – White and Black Caribbean	<input type="checkbox"/> 39
Mixed – White and Black	<input type="checkbox"/> 34	Mixed – White and Asian	<input type="checkbox"/> 41
African	<input type="checkbox"/> 42	Other Ethnic background	<input type="checkbox"/> 43
Other Mixed background	<input type="checkbox"/> 49	Information Refused	<input type="checkbox"/> 80
Information Refused	<input type="checkbox"/> 98		<input type="checkbox"/> 90

**What is your country of Nationality?** .....

Please note these categories are those used in the National Census

Office Use Only			
Fees (Section 2)			
Date Annual Report Received:	<input type="text"/>		
Amount (£):	<input type="text"/>		
Cost-Centre:	Internal Order:	<input type="text"/>	
Expenses (Section 3)			
Amount (£):	<input type="text"/>		
Cost-Centre:	Internal Order:	<input type="text"/>	
Contact Details			
Contact Name:	<input type="text"/>		
Contact No:	<input type="text"/>		

# COMPLETION OF EXTERNAL EXAMINER/REVIEWER/ADVISER CLAIM FORM

## NOTES FOR THE CLAIMANT

### SECTION 1 — Details of Claimant

- All of the information must be completed overleaf. Any incorrect/incomplete information could result in a delay in processing your claim.

### SECTION 2 — Fees & Expenses

- Please note that fees for External Examiners will only be paid upon receipt of the Annual Report (not applicable to Research Degree Examinations).
- Fee and Expense details are available on the External Examiner guidance web pages.
- All original receipts for any expenses claimed (including subsistence) must be securely attached to this form.

### General Information

- Once the form has been completed, please forward the form to the appropriate team (Approvals and Review / Governance and Enhancement / Graduate School).
- Payments are not subject to National Insurance.
- Expenses are not subject to National Insurance or Income Tax.