ABERYSTWYTH UNIVERSITY

FEES AND EXPENSES OF EXTERNAL EXAMINERS (TAUGHT SCHEMES)

CLAIM FOR REIMBURSEMENT OF TRAVELLING AND SUBSISTENCE EXPENSES ACTUALLY INCURRED

**N.B. Payment is made by BACs - if your bank details have changed since your appointment you must contact the payroll office before submitting your claim**

|  |
| --- |
|  |
| Full Name  |  |
| ABW# (to be completed by AQRO) |   |

**I declare that the total claimed has been incurred by me solely in the course of the University’s business and does not include costs incurred by any other individual.**

**I ENCLOSE ORIGINAL RECEIPTS IN SUPPORT OF THE CLAIM.**

Purpose of Visit: ................................................................................................ Date of Visit: ..........................................................................

Signature: .......................................................................................................... Date: ......................................................................................

|  |  |  |
| --- | --- | --- |
| **1 *TRAVELLING***  (a) Public Transport  From: to:   (b) Private Car  Single/Return car mileage from: to:  miles @ p per mile (first 200 miles @ 40p per mile, every mile thereafter @ 20p per mile)  | £ | p |
| **2 *SUBSISTENCE***  Period from am/pm on to am/pm on   Other periods: @  |  |  |
| **3  *POSTAGES, CARRIAGE OR OTHER EXPENSES***  (Please give details and enclose receipts where possible) |  |  |
|  ***TOTAL EXPENSES* £** |  |  |

**4 *FEE (to be calculated by AQRO)***

**Department Degree Gross Fee Tax Deduction**

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**Annual report submitted: Y/N**

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| --- | --- | --- |
| (Please list all PGT Dissertation candidates, using a separate sheet if necessary) ***TOTAL FEE* £** |  |  |

|  |  |  |
| --- | --- | --- |
| **TOTAL CLAIMED £** |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Date:** |  **Certified for Payment** |
|  |
| **Main** | **Sub** | **Auxilliary** | **£** | **p** |  | **Notes:** |
|  | **G1160-01** |  |  |  |  |  |
|  | **G1160-01** |  |  |  |  |  |
|  |  | **Total** |  |  |  |  |