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| **EXTERNAL EXAMINER CLAIM FORM – TAUGHT PROVISION****FEES AND EXPENSES** |
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| **Before completing this form please note that the University is unable to process any payment without confirmation of your right to work in the UK or receipt of your completed examiner’s annual report**. Right to work checks should have taken place on your first visit to campus when you were required to present your passport and visa (as applicable) to the Designated Officer. If you believe that these checks have not been completed, please inform the University as soon as possible at externalexaminers@lancaster.ac.uk.  |
|  |
| **PERSONAL DETAILS** |
| **Title** |  | **Forename(s)** |  | **Surname** |  |
| **Date of birth** |  | **National Insurance Number** |  |  |  |  |  |  |  |  |  |
| **Home address** |  |
| **Postcode** |  | **Email address** |  |
|  |
| **BANK DETAILS**[[1]](#footnote-1) |
| **Bank name** |  |
| **Bank address** |  |
| **Name on the account** |  |
| **Bank sort code** |  |  |  |  |  |  | **Account number** |  |  |  |  |  |  |  |  |
| **Building Society roll number (if applicable)** |  |
|  |
| **EXTERNAL EXAMINING DETAILS** |
| **Institution(s) examined***(please tick all that apply)* |[ ]  Lancaster University |[ ]  LU@BJTU |[ ]  Sunway University |
|  |[ ]  LU Ghana  |[ ]  GD Goenka |[ ]  COMSATS |
|  |[ ]  GSSR, Warsaw |[ ]  LUISC |[ ]  UA92 |
|  |[ ]  Blackburn College |[ ]  Blackpool & the Fylde |[ ]  Furness College |
| **Programme(s) examined** *(please list all that apply)* |
| Award | Title | Academic Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Module(s) examined** *(please list all that apply)* |
| Module Code | Module Title | FHEQ Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Board(s) of Examiners** |
| **Programme**  | **Date of Board** | **Attended** |
|  |  | Y/N |
|  |  | Y/N |
| **Mentoring duties** | Y/N | **Name of Mentee** |  |

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| **FEE CLAIM (Note: fees are paid net of the basic rate of tax)** |
|  | ***For office use only:*** |
| **External examiner fee** |  | *Fee payable checked* [ ]  *Initials* |
| **Mentoring fee** |  | *Fee payable checked* [ ]  *Initials* |
| **Total fees payable** | **£ 0.00** | *Total checked* [ ]  *Initials* |

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| **EXPENSES CLAIM** |
| **TRAVEL** |
| **Type** | **Date** | **From** | **To** | **Total Miles (car)** | **£** |
| Pick from list | Click to enter date |  |  |  |  |
| Pick from list | Click to enter date |  |  |  |  |
| Pick from list | Click to enter date |  |  |  |  |
| Pick from list | Click to enter date |  |  |  |  |
| Pick from list | Click to enter date |  |  |  |  |
| **TOTAL TRAVEL COST** | £ 0.00 |

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| **SUBSISTENCE** |
| **Type** | **Date** | **Description** | **£** |
| Pick from list | Click to enter date |  |  |
| Pick from list | Click to enter date |  |  |
| Pick from list | Click to enter date |  |  |
| Pick from list | Click to enter date |  |  |
| Pick from list | Click to enter date |  |  |
| **TOTAL SUBSISTENCE COST** | £ 0.00 |

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| **SUNDRY EXPENSES** |
| **Type** | **Description** | **£** |
| Pick from list |  |  |
| Pick from list |  |  |
| Pick from list |  |  |
| Pick from list |  |  |
| Pick from list |  |  |
| **TOTAL SUNDRY COST** | £ 0.00 |

|  |  |
| --- | --- |
|  | **£** |
| **TOTAL CLAIM FOR THE YEAR** | **£0.00** |
|  |  |  |
| **CERTIFICATION BY CLAIMANT** |
| * I certify that the above claim includes only the expenses that were necessarily incurred in order to perform the duties of the role of external examiner for Lancaster University, to which I am appointed.
* I confirm that I have completed and submitted an external examiner’s annual report.
* I confirm that I have the right to work in the UK, and that I have completed the necessary checks with Lancaster University.
 |
| **Signature** |  | Click to enter date |
|  |
| **AUTHORISATION** |
| **1735/AQA** |  | **1299/AQA** |  | **Report received** | ***Date*** |
| **Processed** | Rebecca Hogan, Quality Standard and Conduct Assistant, AQSC | ***Date*** |
| **Authorised** | Andrew Harding, Academic Quality and Standards Manager, AQSC | ***Date*** |

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| **Once completed, please return this form, with accompanying receipts, to:** **externalexaminers@lancaster.ac.uk****.**  |

1. **In order to process payments to overseas bank accounts we will require either a bank statement, a void paying-in slip or a bank letter that confirms your bank account details. Please ensure the documentation provided includes: Name on account, Name and address of bank or building society, Account number, Sort Code, International Bank Account Number (IBAN), Bank Identification Code (BIC).** [↑](#footnote-ref-1)