

EXTERNAL EXAMINER – FEE AND EXPENSE CLAIM FORM

Pay Rate (Office use only) – please tick

☐ External Examiner duties (hourly rate £13.48 including holiday pay element)

☐ Annual Report submission and completion (hourly rate £26.66 including holiday pay element)

Edge Hill
University

Cost Centre	Activity	Job Code	Account Code
QUN	N/A	N/A	50021

Title		Forename		Surname	
Pay ref No. (if known)		NI Number			

Date incurred	Programme/ Module code	Details of duties/expenses For each line of your claim please outline the activities undertaken and specify the expense incurred (e.g. train fare, moderation, attendance at boards, other duties...) Please attach all receipts.	Please state hours below (Payroll -1400 & 1401)	Annual Report Please state hours below Full day 7.5 hours (Payroll-1403 & 1402)	Expense amount (Payroll- 1225)	Fee amount
					Sub-total	
					Total	

Claimant Signature	Date	Authorised by Budget Holder	Date

Please submit your completed form, with receipts to externalexaminers@edgehill.ac.uk or Governance, Quality Assurance and Student Casework, Edge Hill University, St. Helens Road, Ormskirk, Lancashire, L39 4QP.