GUIDELINES FOR EXTERNAL EXAMINERS’ EXPENSES  
(Extract from University Financial Regulations)

| Procedures for Arranging Travel and Accommodation | 1. Wherever possible, arrangements for accommodation and travel for External Examiners should be made by the appropriate School/Institute.  
2. Any variations to the Guidelines should be made only at the discretion of Heads of Schools. |
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| Travel | 1. Standard class rail travel with special reduced rates/cheap day returns or economy air travel should be used where available.  
2. Where there is no ‘reasonable’ public transport, a car allowance may be claimed at the rate of 45p per mile (from usual home address).  
3. The use of a hire car is recommended in all cases where costs can be reduced and where a road journey exceeds 120 miles.  
4. Where appropriate, taxis may be used to and from the University to the airport or the city centre for which receipts should be submitted. |
| Subsistence | 1. For absence from home of between 5 and 8 hours a maximum of £15.00 may be claimed for which receipts should be submitted.  
2. For absence from home of between 8 and 12 hours a maximum of £25.00 may be claimed for which receipts should be submitted.  
3. For absence overnight and up to 24 hours a maximum of £35.00 per overnight stay may be claimed for which receipts should be submitted.  
**Please note:** no reimbursement may be claimed for the consumption of alcohol. |
| Accommodation | 1. The maximum rate payable for overnight accommodation which should include both the room and breakfast cost is £100 per room per night.  
2. Examiners should, where necessary, pay their own accommodation bills and claim reimbursement. All accommodation claims should be supported by receipts.  
3. The overnight allowance would normally be paid for one night only in connection with duties and where an External Examiner resides out with reasonable daily travelling distance from Edinburgh. |
| Expense Claims | 1. In accordance with the University’s financial regulations, receipts for all expenses should be submitted to M Henderson, Quality & External Partnerships (for Taught courses) or Academic Registry (for Research degrees) with the expense claim form to allow payments to be made. All claims should be clearly itemised on the claim form.  
2. The expense claim form are found:  
   - [Taught claim form](https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm)  
   - [Research claim form](http://www1.hw.ac.uk/registry/examinations/thesisexamination.htm) |
| Enquiries | 1. All enquiries regarding the arrangement of travel or accommodation should be made with the appropriate School/Institute.  
2. All enquiries regarding claims should be made to m.henderson@hw.ac.uk Tel 0131 451 3034 for Taught courses or C.Russell@hw.ac.uk Tel 0131 451 3752 for Research degrees. |

Taught expense guidelines available at: [https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm](https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm)  
Research expense guidelines, available at: [http://www1.hw.ac.uk/registry/examinations/thesisexamination.htm](http://www1.hw.ac.uk/registry/examinations/thesisexamination.htm)