

University of London Worldwide - Travelling Expenses and Subsistence Allowances to Examiners

Name Address

(print in CAPS full name)

Programme.....

Date(s)20.... Email

For each occasion when an examiner external to the University is required to travel from his/her usual place of residence to attend practical oral examinations or examiners' meetings, or to perform other duties necessitated by examination work, expenses and allowances may be claimed as detailed below.

Return Standard Class Railway/Economy Air Fare (please specify) to London:

From on (date) & return on (date)

From on (date) & return on (date)

In event of travel from a vacation address, travelling expenses claimed may not exceed those from usual residence unless attendance is requested by the University at short notice.

Cost of Travel by Underground/Public Road Transport:

From to on (date)

From to on (date)

Oyster card statements or receipts must be provided. Please visit TFL website.

For journeys where public transport is not available, mileage allowance by private car may be claimed at 45.0p per mile.
 journey(s) of miles, total miles at 45p per mile

If an entire journey is made by car the University will normally pay rail return fares (and any additional expenses thus necessitated) if cheaper, unless there are exceptional circumstances (if so, please give details).

Car Parking at railway station/airport: hours/days at

Apart from the above allowances, no claim may be made upon the University for any liability arising directly or indirectly from use of private car.

Subsistence Allowances:

- (a) From 5 to 10 hours absence at £5.00 on (dates)
(at least 5 continuous hours)
- (b) More than 10 hours absence at £10.00 on (dates)
(not involving overnight stay)
- (c) Up to 24 hours absence at £20.00 on (dates)
(involving an overnight stay)

Subsistence claims in excess of current rates can only be considered if accompanied by receipts of expenditure or other supporting documentation. In the event that any of the above rates are increased after this form has been issued, the new rates will be applied automatically.

Overnight Accommodation:

Safe, convenient hotel equivalent to UK 3 or 4 star hotel.....

Postage and/or Telephone Expenses:

.....

Signature of Examiner Date

Total Claimed:

Amount Claimed	
£	p

This form should be completed and returned as soon as possible to the Fees Office, University of London Worldwide, Ground Floor, Stewart House, 32 Russell Square, London WC1B 5DN.
 For office use only

A Date received by University of London.....

Processed

NOTE: Incomplete forms and unattached receipts will cause delay and payment form maybe returned without payment