

Before completing this claim form, please ensure you meet the eligibility guidance from Statutes and Ordinances:

<http://www.admin.cam.ac.uk/univ/so/2014/chapter03-front.html>

In summary:

(a) No payment shall be made to any University officer, other than an Associate Lecturer who receives no stipend from the University, in respect of any of the examining duties specified in these regulations (this includes assessing).

(b) No payment shall be made to any member of the staff of an institution within the Cambridge Theological Federation in respect of such duties undertaken in connection with any of the following examinations: the Qualifying Examination in Theology for Ministry; the First Examination and the Second Examination for the B.Th. Degree.

- **Claimants please complete sections 1-3 (4 is optional) - return to the Department Administrator/Secretary.**
- **Departments - verify/complete section 4 and send to Student Registry, 4 Mill Lane, for payment.**

## 1. CLAIMANT DETAILS

### Personal Details

<b>Surname*</b>	
<b>Forename 1*</b>	
<b>Forename 2</b>	
<b>Title*</b>	
<b>Date of Birth*</b> DD/MM/YYYY	
<b>NI Number*</b>	
<b>Gender (circle)*</b>	M / F / Undisclosed
<b>Email Address**</b>	

### Address/Contact details

<b>House Name</b>	
<b>Number/Street*</b>	
<b>Local Area</b>	
<b>Post Town*</b>	
<b>County</b>	
<b>Country</b>	
<b>Post Code</b>	

\* indicates mandatory fields

\*\* email address will be used to supply remittance advice

## 2. EXPENSES

**If you have already submitted a separate claim for expenses, do not complete this section.** Please consult attached Expenses Guidelines (page 3) for allowable limits. Enclose original receipts, or scan and attach them to this electronic form.

	Description	Cost
<b>Travel</b>		
<b>Subsistence</b>		
<b>Other</b>		
	<b>Total</b>	

## 3. PAYMENT DETAILS

### a) University of Cambridge Payroll

If you are paid via University of Cambridge payroll, provide the Employee Number from the centre of your payslip. You will be paid with your monthly salary subject to tax and NI.

If claiming reimbursement of expenses, please provide the last 4 digits of your bank account number used by Payroll.




**Notes for completing Payment of Fees & Expenses Application Form**
**1. Eligibility for payment of fees**

Teaching Officers of the University of the Cambridge University are **not** eligible to receive a fee or expenses for acting as an Examiner (*with the exception of Associate Lecturers who do not receive a stipend*). External Examiners will not be paid until the Student Registry is in receipt of the Examiner's report.

**2. Guidelines for the Repayment of Expenses**

Expenses within guidelines are repaid in full. Examiners are asked to cover and reclaim expenses, providing receipts with this form. Reimbursements for expenses above the limits set out below or submitted without receipts are not guaranteed without prior approval.

**a) Travel Expenses**

Examiners are required to use the most cost effective form of transport.

**External Examiners** may claim travel expenses to cover their transport between their normal place of residence and Cambridge (or, if the examination is held elsewhere, the location of the examination) as outlined below.

**Internal Examiners** required to travel from Cambridge, when the oral examination is held elsewhere, may claim travel expenses as outlined below.

**Rail:** Claims may not exceed the return fare at the best pre-booked standard rate available between the Examiner's normal place of residence and Cambridge (or the examination location, if held elsewhere). Tickets should be for second class travel.

**Car:** Travel expenses may be claimed at the rate of 45p per mile up to 10,000 miles and 25p per mile thereafter.

**Taxi:** Long distance taxi fares from airports (ie Stansted, Heathrow) cannot be claimed from central resources.

**Air:** External Examiners from outside the UK and those from certain parts of the UK may claim return **economy** airfares. It is the responsibility of the Department to seek pre-authorization for Overseas (non EU) travel from Catherine Maxwell at the Student Registry. Her permission must be attached to the claim.

**b) Subsistence**

Subsistence expenses may be claimed at the rates below. No payment may be made in respect of a day or night on which an Examiner's absence from his or her normal place of residence is unnecessary. All claims must be supported by a receipt.

The current maximum rates to cover expenses actually incurred are as follows:

For part of a day including lunch	<b>£ 8.75</b>	} or the amount actually spent, whichever is less
For part of a day including dinner	<b>£21.00</b>	
For part of a day including lunch and dinner	<b>£29.75</b>	
For bed and breakfast	<b>£99.00</b>	

NB: Internal Examiners:

- Expenses cannot be claimed for entertaining students or supervisors, under any circumstances.
- Entertainment expenses cannot be claimed for members of an MPhil Examination Committee except for the personal expenses of the External Examiner
- If the Internal Examiner entertains the External Examiner over a meal, this may be claimed at the 'dinner' rate of £21 per examiner. When submitting a claim for entertainment expenses for another Examiner, please give details of persons included in the claim and make an appropriate reduction for any part of the bill not eligible to be reimbursed.

External Examiners requiring overnight accommodation are advised to consult the Head of the appropriate Department/Faculty as it may be possible to arrange accommodation in a College or at certain hotels at which the University has negotiated a preferential rate. Accommodation costs should not exceed one night in normal circumstances.

**c) Other Expenses**

Claims may be made for any reasonable expenses incurred by an Examiner in the undertaking of their duties; e.g. costs of postage, printing and the typing of reports.

**If you require advice about the nature and level of fees and expenses to be claimed, please contact the Student Registry:**  
[feeandexpenseclaims@admin.cam.ac.uk](mailto:feeandexpenseclaims@admin.cam.ac.uk)

**4. DEPARTMENTAL USE ONLY**
**Fees**

 Indicate the Fee(s) the Examiner is claiming in the right-hand column. Fees as stated in University of Cambridge Statutes and Ordinances <http://www.admin.cam.ac.uk/univ/so/2014/chapter03-section10.html>

<b>Preliminary, Qualifying, and Honours (Tripos) Examinations</b>		<b>Please calculate the value</b> <i>(e.g. 20% of 3 hours paper x 10 @ £9 each = £18)</i>
For acting as an Examiner	£110	
For acting as an Assessor	£55	
For acting as an External Examiner	£600	
For marking answers to a complete written paper of at least three hours	£9 each	
For marking answers to a complete written paper of two hours	£5 each	
For marking answers to a complete written paper of less than two hours	£4 each	
For assessing a dissertation or thesis	£20 each	
<b>Second Veterinary M.B. Examination</b>		
Examiner in Comparative Vertebrate Biology, Preparing for the Veterinary Profession, and Principles of Animal Management	£55	
Examiner in any other subject	£145	
Assessor in Comparative Vertebrate Biology, Preparing for the Veterinary Profession, and Principles of Animal Management	£30	
Assessor in any other subject	£75	
External Examiner in Comparative Vertebrate Biology, Preparing for the Veterinary Profession, and Principles of Animal Management (additional payment)	£80	
External Examiner in any other subject	£220	
Marking answers to a complete written paper of at least three hours	£9 each	
Marking answers to a complete written paper of two hours	£5 each	
Marking answers to a complete written paper of less than two hours	£4 each	
<b>Second M.B. Examination</b>		
Examiner in Introduction to the Scientific Basis of Medicine and in Social Context of Health and Illness	£55	
Examiner in any other subject	£145	
Assessor or External Assessor in Preparing for Patients	£145	
External Examiner in Introduction to the Scientific Basis of Medicine and in Social Context of Health and Illness (additional payment)	£80	
External Examiner in any other subject	£220	
Marking answers to a complete written paper of at least three hours	£9 each	
Marking answers to a complete written paper of two hours	£5 each	
Marking answers to a complete written paper of less than two hours	£4 each	
Marking a report submitted as part of Preparing for Patients	£5 each	
<b>Parts 1a &amp; 1b of Modern and Medieval Languages Tripos, Part 1a &amp; 1b of Asian and Middle Eastern Studies Tripos, Part 1a of Law Tripos, Preliminary Examination for Part I of Education Tripos, &amp; for Dip and Cert in Modern Languages</b>		
Oral Examinations Examiner in a language	£55	
Oral Examinations External Examiner (additional payment)	£55	
Oral Examinations for each candidate examined	£5	

<b>Oral Examinations for Part II of the Modern and Medieval Languages Tripos, Oriental Studies Tripos, and Education Tripos</b>		
Oral Examinations Examiner in a language	£55	
Oral Examinations External Examiner (additional payment)	£55	
Oral Examinations for each candidate examined	£17	
<b>Practical examinations of the Music Tripos and the Education Tripos</b>		
Aural tests and keyboard tests for Part 1a of the Music Tripos or each candidate examined	£5	
Performance tests and keyboards tests for Part 1b of the Music Tripos, Preliminary Examinations in Education, and Parts I and II of the Education Tripos	£6 each candidate	
Practical rehearsal and practical examination for the Preliminary Examinations in Education and Part 1 of the Education Tripos	£6 each candidate	
<b>Performance tests for the Music Tripos and Part II of the Education Tripos</b>		
For each half day spent acting as an Assessor	£75	
For each half day spent acting as an External Assessor (additional payment)	£75	
<i>Fees as stated in University of Cambridge Statutes and Ordinances <a href="http://www.admin.cam.ac.uk/univ/so/2014/chapter03-section10.html">http://www.admin.cam.ac.uk/univ/so/2014/chapter03-section10.html</a></i>		

**Date of Examination(s)** \_\_\_\_\_

**Module/Examination(s)** \_\_\_\_\_

**Payment**

Total Expenses	
Total Fees	
<b>Payment Total</b>	

**External Examiners**

Please tick box below before submitting this form to the Student Registry.

External Examiner 'Right to Work' checked

**NB: Student Registry can only process External Examiner's claim form after External Examiner's report has been received by the Educational and Student Policy.**

**Authorisation**

Department: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Processed by (print name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Authorised by: (print name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Authorisation can only be made by the **Chairman, Senior Examiner** or **Departmental Administrator**.

**If you require advice about the nature and level of fees and expenses to be claimed, please contact the Student Registry on: [feeandexpenseclaims@admin.cam.ac.uk](mailto:feeandexpenseclaims@admin.cam.ac.uk)**

**Please forward this form to the Student Registry, 4 Mill Lane for payment.**