Open University Validation Partnerships (OUVP)

EXTERNAL EXAMINERS

FEES AND EXPENSES CLAIM FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Private |  |
| (block capitals) |  | Address |  |
| Initials |  | Title |  | **OU STAFF NO.** | ***(Shown on previous payslips)*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Institution |  | Programme  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  |  |  |

|  |  |  |
| --- | --- | --- |
| *PLEASE READ NOTES OVERLEAF BEFORE COMPLETING* | £ | p |
| TRAVEL (*Please give details of journey)* |  |  |
| a) | Rail |  |  |
| b) | Private Vehicle  |  |  |
| c) | Other (*e.g. tube, taxi)* |  |  |
| SUBSISTENCE (*Please see reverse for rates and attach receipts)* |  |  |
| OTHER EXPENSES (Please give details and, where appropriate, attach receipts) |  |  |
| **TOTAL EXPENSES CLAIMED –** *Please attach a breakdown if numerous receipts and/or foreign currency is involved.* |  |  |
| External Examiner Fee Payable (To be inserted by OUVP) |  |  |
| **GRAND TOTAL (OFFICE USE ONLY)** |  |  |
| DECLARATION (*Examiner)*I declare that the total expenses claimed above have been necessarily incurred on Open University business**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dated**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| AUTHORISATION (*OUVP Office use only)*Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | VA40 | 1552 |  |  |  |
| VA40 | 1553 |  |  |  |

**For Office Use only**

|  |  |  |
| --- | --- | --- |
| Report Received? 🞏 | **Entered (Valencia & CIRCE)** | **Authorised CIRCE** |
| By | Date | By | Date |
| Fee |  |  |  |  |
| Expenses |  |  |  |  |

**IMPORTANT NOTES FOR MAKING CLAIMS**

**Submitting the claims**

Please ensure all claims are submitted to OUVP within 2 months of the activity. Claims should **be emailed to** **ouvp-claims@open.ac.uk** **(but it must include a signature) and scanned receipts.**

**Receipts**

Payments cannot be made for claims if appropriate receipts are not attached.

**Personal Details (NI Number/ Date of Birth/ Bank Details)**

You are not required to provide these details if the OU payroll number is given on your form. Payment will be made directly into the designated bank account you have previously given.

#### Travel

Travel expenses will only be reimbursed for travel which commences and finishes within the UK or the Republic of Ireland (RoI). Therefore, **we will not be able to pay for any journeys which commence and end outside the UK or RoI**. Travel claims will normally be calculated from your home address. In appropriate cases, however, claims may be made from the place of normal employment.

The University will only reimburse economy class air fares, standard class rail fares, bus fares and necessary taxi fares. It is expected that the most economical method of travel will be used in all cases.

The use of private cars or taxis other than short journeys to and from stations and airports requires prior approval from the Director of OUVP (or nominee). Please note that the University does not insure you for travel in a private car and the mileage rate is intended to contribute towards insurance costs. The mileage rate for reimbursement of business travel expenses will be **41p** for all journeys.

**Subsistence**

Although there are no published maxima, we would appreciate efforts to minimise claims for expenses through being economical and avoiding excessive spending.

Claims may only be made for reimbursement of actual expenditure incurred. Alcohol and tobacco expenditure will not be reimbursed. **Tips** are at the traveller’s discretion and cannot be reimbursed as part of the claim.

**Accommodation**

Co-operation in keeping hotel charges to a minimum will be appreciated. Claims for alcoholic beverages are not allowable – even with a meal.

**Foreign Currency**

Travel and subsistence expenses in currencies other than GBP will be converted into GBP based on the exchange rate on the date of the actual visit.

**Payment**

Payment will be made by the OU via BACS to your designated bank account around 25th of each month. A copy of payslip will be sent to you separately. Payment may take between 4-8 weeks for processing.

For your information, the monthly payroll cut-off date is 1st of each month i.e. the form must reach the OUVP Office by 1st of the month the latest. Claims received after the cut-off date will be processed in the payroll of the following month.

Due to the volume of claims being processed, payment of complicated claims may be delayed if we are finding it difficult to check how totals have been reached. Therefore, if you are claiming multiple receipts in a section of the claim form (travel/subsistence etc.) please number each receipt and provide a breakdown of how totals have been reached. If you are calculating your own exchange rate, please provide proof of the rate you have used otherwise your claim may be adjusted to the exchange rate mentioned above. Thank you for your co-operation.