

The External Examiner travel and subsistence allowances which are chargeable to the central budget are as follows:

- Strict 1:1 ratio for lunch / dinner (one member of staff per External Examiner)
- **Lunch:** maximum of £15 per examiner and £15 for 1 Department representative = total £30
- **Dinner:** maximum of £25 per examiner and £25 for 1 Department representative = total £50
- **Accommodation:** maximum of £95 (usually for one night only). If you are arranging accommodation for an External Examiner, please refer to the [Travel Information Hub](#) for details of the University's approved travel management company. In addition, **breakfast** costs of up to £12 may also be claimed.
- **Travel:** must be reasonable and not excessive (e.g. not First Class or Business Class airline travel). The total costs (including mileage, taxis, etc.) must not exceed £350.

Costs within the limits stated above should be charged to the budget codes below. Any additional costs, or costs in excess of the above limits, must be met by the Department / School. If applicable, please provide a Departmental / School budget code to cover the excess.

Level of Study	Budget Code	Assigned Signatory
Undergraduate (UG)	17385GEN1623-102	Donna Agnew
Postgraduate Taught (PGT)	17385GEN1623-103	Donna Agnew