

**UNIVERSITY OF CENTRAL LANCASHIRE**  
**ACADEMIC QUALITY AND STANDARDS UNIT**

**HONORARIUM PAYMENTS FOR EXTERNAL ADVISERS**

**Course Approval Events – On campus and UK Off-campus** - The standard payment made to External Advisers for their contribution to a course approval event within the UK is £150 per day or part day of attendance. However, no payment will be made for time spent travelling to and from University events.

**Course Approval Events – Overseas** - The standard payment made to external advisers for their contribution to an overseas approval event is £150 per day or part day of attendance. Payment will be made for each day that the external adviser is overseas on University business, whether or not this involves formal meetings. However, no payment will be made for time spent travelling to and from University events.

**Periodic Course Review** - The standard payment made to external advisers is £150 per day which takes into account the additional reading requirements prior to the event. In the case of overseas events, payment will be made for each day that the External Adviser is overseas on University Business, whether or not this involves formal meetings. However, no payment will be made for time spent travelling to and from University events.

**TRAVEL AND SUBSISTENCE EXPENSES FOR EXTERNAL ADVISERS**

The ad hoc expenses claim form should be completed in respect of any expenses incurred as a result of your participation in the course approval and review event (please see guidance overleaf). The University has approved rates which will be applicable to expense claims from External Advisers and are in line with the requirements of the Inland Revenue. Please note that all travel and subsistence expenses are subject to income tax in line with the restrictions applied by Inland Revenue.

**Rail Travel** - The cost of travel will be reimbursed at the standard rail fare.

**Mileage** - The current mileage rate is 45 pence per mile, up to a maximum of 150 miles (round trip journey). Every mile in excess of 150 miles will be paid at 25p per mile.

**Subsistence** - The University will reimburse external advisers for expenses, such as meals, that have been incurred whilst attending course approval/review events on its behalf. Subsistence claims should not be made where the University has already made direct payment or provision for this type of cost and all claims for subsistence must be supported by receipts. The University's agreed rate for meals is as follows:

**Breakfast:     £6.00**  
**Lunch:         £7.50**  
**Dinner:        £20.00**

**THE ABOVE REFERS TO FOOD AND NON-ALCOHOLIC DRINKS. ALCOHOL AND OTHER INCIDENTALS, SUCH AS NEWSPAPERS, FILMS ETC CANNOT BE CLAIMED BACK FROM THE UNIVERSITY.**

**Accommodation** - Arrangements for accommodation will be made in accordance with the University's Financial Regulations at University approved hotels. Accommodation is booked on the basis of bed and breakfast basis and any additional expenses incurred at the hotel should be settled personally with the hotel at the time of departure. The University's agreed rate for bed and breakfast is £95 per night.

**Alternative Arrangements** - on exceptional circumstances, alternate arrangements may be undertaken, such as the need for air travel or first class rail fare, which should be approved in advance of the visit by the Head of Academic Quality and Standards Unit, who is the budget holder. Any claims for first class rail fare whether or not supported by a receipt will be subject to income tax.

**Updated – July 2020**

**AD HOC FEES CLAIM FORM  
GUIDANCE FOR COMPLETION**

All details within these sections must be completed

**University of Central Lancashire: Ad-hoc Fees Claim Form**

Do not use this form if you have a Permanent, Indefinite or Fixed Term Contract with Uclan. Please use the "Overtime & Supplementary Payment Form" instead.

Surname: \_\_\_\_\_ School / Service: \_\_\_\_\_ National Insurance No: \_\_\_\_\_  
 First Name(s): \_\_\_\_\_ Bank / Bldg. Soc. Name: \_\_\_\_\_ Pay Reference No. (if known) (6 digits): \_\_\_\_\_  
 Address: \_\_\_\_\_ Branch: \_\_\_\_\_ Uclan Student? Yes / No Student No: \_\_\_\_\_  
 Sort Code (6 digits): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Account No (8 digits): \_\_\_\_\_ Sex: male female (delete as appropriate)  
 Bldg. Soc. Account No: \_\_\_\_\_ Start date for this period of work: \_\_\_\_\_  
 Account title/name: \_\_\_\_\_ Expected end date for this period of work: \_\_\_\_\_  
 Contact phone No: \_\_\_\_\_ Do you expect to make further claims this tax year: Yes / No

NATURE OF DUTIES / WORK (please indicate with X or tick)  
 External Examiner: \_\_\_\_\_ External Advisor: \_\_\_\_\_ Other Academic / Teaching related: \_\_\_\_\_ Admin: \_\_\_\_\_ Other: please give further details \_\_\_\_\_

Please give details below of fees and any expenses. Receipts for expenses should be attached (where appropriate).

Dates of work & fees				Details of expenses (if any): please refer to the University Financial Regulations for guidance on what you may claim.						
Date	Number of Hours	Hourly Rate	Total Fee £	Travel Route		Car Mileage	Subsistence	Other Travel	Other expenses (not travel)	
				From:	To:	Miles	Rate	£	Description	
Fees Total				Travel Totals					Other Expenses Total	
Total £ amount claimed: _____										

Please confirm how you are eligible to work in the UK: (please indicate with X or tick)  
 European (EEA) National: \_\_\_\_\_ Indefinite Leave to Remain: \_\_\_\_\_ Dependent Visa: \_\_\_\_\_ Tier 1 Visa: \_\_\_\_\_ Other: please specify \_\_\_\_\_  
 Tier 2 Visa: \_\_\_\_\_ Tier 4 Student Visa\*: \_\_\_\_\_ Tier 4 Doctorate Extension Visa: \_\_\_\_\_  
 Visa expiry date: \_\_\_\_\_ \* Tier 4 Student Visa: you must not work more hours than your visa permits. The cap on your hours per week applies to any work undertaken, not just work with the University.

DECLARATION BY CLAIMANT: I certify that I have performed the work above and any expenses claimed have been actually and necessarily incurred by me in the course of this work for the University.  
Please check that you have completed all of the relevant fields. Incomplete forms cannot be processed which may result in a delay in payment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ £ Amount claimed in words: \_\_\_\_\_

AUTHORISATION BY BUDGET HOLDER: I certify that the work for which payment is claimed has been carried out by this person and that the expenses have been incurred in accordance with the University's Financial Regulations.  
 Authorised signatory: \_\_\_\_\_ Please print your name: \_\_\_\_\_ Date: \_\_\_\_\_

Coding for Agresso:				EXPENSES				
FEES (delete as appropriate)	£	Project Code	Work Order	£	Project Code	Work Order	Total Claimed	
External Examiners Fees 3107				Travel expenses 6150				-
External Advisors Fees 3108				Other expenses 6514				
Other Fees 3003								

Checked: Finance BPU \_\_\_\_\_ Checked: HR \_\_\_\_\_ Checked: Payroll \_\_\_\_\_

This would always be NO

These are the event date(s)

Normally would be NO

Receipts are required

Ensure the total amount is complete in word form

Select External Advisor

No of Hours should be 1

Hourly Rate is the total fee payable

Please confirm how you are eligible to work in the UK

Requires a "wet" signature, please print, sign and either return via mail or scan and return via e-mail