

Fees and Expenses

External examiners' fees for taught programmes are normally paid on receipt of the annual report, and are calculated according to a formula that takes into account both module and programme responsibilities:

Responsibility for one or more named awards	= 50 points
Credit value of modules to which external examiner is appointed	= k points
Weighted total of students registered for those modules	= j points

Module examiners are paid for k + j points: those with responsibility for one or more named awards are paid for an additional 50 points.

Amount	Points
£130.00	1-200
£325.00	201-500
£520.00	501-800
£715.00	801-1100
£910.00	1101-1400
£1,105.00	1401-1700
£1,300.00	1701-2000
£1,495.00	2000+ (capped)

Any change in fee resulting from subsequent changes in workload will apply from the session in which the extra workload first occurred.

There is no additional fee for attendance at meetings of Assessment Committees or Boards of Examiners, but attendance at induction, oral examinations, project presentations, placement/clinical practice visits etc, is paid at £55 per half day and can be claimed by inclusion on the expenses claim form.

Income tax will be deducted from all fees. If your income from all programmes for any tax year does not exceed the lower personal allowance and you wish to claim a repayment, you must retain the University's pay notification for submission to your local tax inspector. If you are already contributing at the maximum level, you may be able to defer payment of the NI contribution on secondary employment. Application to defer can be made on DSS form CA72A and must be renewed annually.

As an employee of the University you may be automatically enrolled onto either the University Superannuation Scheme or a workforce pension scheme with NEST in line with Government legislation. Please contact Ben Petty on email b.petty@bradford.ac.uk immediately if you require more information about this.

The following expenses are payable in accordance with the University Travel and Expenses Policy¹. **Please ensure that you submit your expenses claim as soon after the event as possible:**

- Travel:
The University will reimburse standard rail fare or equivalent. Rail travel can be arranged by Academic Quality & Partnerships Office (AQPO) with at least two months' notice. If you use a car you will be paid at the University current standard mileage rate of 45p per mile (first 100 miles) and 23p per mile (subsequent mileage) per return journey. Air travel will be reimbursed by prior agreement.
- Accommodation:
If you require overnight accommodation AQPO will be able to arrange this on your behalf.
- Miscellaneous expenses:
Taxi fares, car parking, refreshments en route etc.

PLEASE ATTACH ORIGINAL RECEIPTS WITH YOUR CLAIM

Payment of fees and expenses is made by our Payroll Office to your bank or building society account. Completion of the Bank Details form and New Starter Checklist will facilitate this. Please notify any changes by completing the appropriate section of the expenses claim form when making any claim.

Payroll Timetable - 2018/19				
Pay Period		Submissions to be in Salaries by		Into Bank
April	2018	13.4.18		27.4.18
May	2018	11.5.18		25.5.18
June	2018	14.6.18		28.6.18
July	2018	13.7.18		27.7.18
August	2018	14.8.18		28.8.18
September	2018	14.9.18		28.9.18
October	2018	12.10.18		26.10.18
November	2018	14.11.18		28.11.18
December	2018	7.12.18		20.12.18
January	2019	14.1.19		28.1.19
February	2019	14.2.19		28.2.19
March	2019	13.3.19		28.3.19

May 2018

¹ <http://www.brad.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/>