

## External Advisors for Curriculum Approval and Review Events: Fees and Expenses Guidance

<b>Document Controller:</b>	Academic Quality Manager, Academic Quality Unit
<b>Last Updated:</b>	September 2024
<b>Next Update Due:</b>	August 2025

This guidance supports the operationalisation of the university's [Travel & Expenses Policy](#) which is a part of its Financial Regulations and the contents of which applies to external advisors.

### Fees

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

**Curriculum Approval Events - Overseas** - The standard payment made to external advisors for their contribution to an overseas approval event is normally £150 per day or part day of attendance. Payment will be made for each day that the external advisor 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 Curriculum Review** - The standard payment made to external advisors is normally £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 Advisor 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.

Fees to be paid are agreed upfront at the point of appointment and must be claimed by the external advisor upon conclusion of the event via submission of a timesheet on the University's Dashboard system.

### Expenses

Reasonable expenses incurred as a result of participation in the curriculum approval and review event may be claimed back following the event. The University has approved rates which will be applicable to expense claims from External Advisors 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 normally be reimbursed at the standard rail fare only. Travel by rail is encouraged to support the university to meet its environmental sustainability goals.

**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 advisors for expenses, such as meals, that have been incurred whilst attending curriculum 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:

<b>Breakfast:</b>	<b>£6.00</b>
<b>Lunch:</b>	<b>£7.50</b>
<b>Dinner:</b>	<b>£20.00</b>

**THE ABOVE REFERS TO FOOD AND NON-ALCOHOLIC DRINKS ONLY. 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 rates for UK and overseas hotels are detailed in the Travel and Expenses Policy.

**Alternative Arrangements** - In exceptional circumstances, alternate arrangements may be undertaken, such as the need for air travel for overseas events, must be approved in advance of the visit by the Director of Academic Quality and Enhancement as budget holder.