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| Navy University of Edinburgh LogoExternal Examiners Timesheet (Form 96b) forTaxable Fees & Expenses | | | | | | | | | |
| Guidance | | | | | | | | | |
| Schools/Departments should follow the guidance on [External Examiner Payments](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-to-External-Examiners(1).aspx) prior to submitting a payment request. This form only covers the payment of “taxable” expenses and fees which are due to be paid by Payroll Services. Non-taxable expenses and fees should be submitted to Accounts Payable using a [Non-Taxable Fees and Expenses Timesheet](https://www.ed.ac.uk/finance/for-staff/forms).  Once completed and approved, the form should be submitted to Payroll through People and Money **by the 7th of the month**. Payment may be delayed if this form is returned after this date. **Incomplete/illegible forms will be returned.** The initiating School/College should retain a copy of this form.  **You do not need to physically sign this form, simply type your name in the signature box. Any** **incomplete forms and missing attachments will possibly delay payment.**  If you require this document in an alternative format please contact HR via email [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk) or by telephone on 0131 651 5151. | | | | | | | | | |
| Section 1: Payee information | | | | | | | | | |
| External Examiner Name (full including title): | | | | |  | | | | |
| Employee Number: | |  | | | National Insurance Number: | | | |  |
| College: | |  | | | Course: | | | |  |
| Period from (dd/mm/yyyy): | |  | | | Period to (dd/mm/yyyy): | | | |  |
| **Section 2: Payment Information (fees) - Contract type** | | | | | **Amount Payable** | | **NI/PAYE** | | |
| **(PG)** This is a Postgraduate / Higher Degree (Taught) | | | | |  | | (PAYE,**\***NIC applies) | | |
| **(UG)** This is an **Undergraduate /** **Ordinary Degree** | | | | |  | | (PAYE/**\***NIC applies) | | |
| **(PGR)** This is a Postgraduate / Higher Degree (Research) and payment is deemed taxable through an Employment Status Check outcome | | | | |  | | (PAYE,**\***NIC applies) | | |
| **Total amount payable (fees)** | | | | | 0 | |  | | |
| **\***NOTE: For payroll on UG and PG fees - no NIC is applicable if the whole of the work is performed under a contract for services less than 12 months. See costing page for period start and end date. | | | | | | | | | |
| **Section 3: Payment Information- (Expenses) only to be used for taxable expenses see notes below** | | | | | | | | | |
| **UG/PGT examiners** who do not perform a substantial part of their work for the University at home and instead frequently or regularly travels to the University to undertake the work, the University is likely to be considered their ‘normal place of work’ in the context of the examining work they are doing for us. In these circumstances, the reimbursed cost of travel (to and from home to the University) would be liable to PAYE/NI through payroll (as the travel would represent their normal commuting journey.  **PGR examiners** whose role has been assessed as ‘employed for tax purposes’ following a status check who do not perform a substantial part of their work for the University at home and instead frequently or regularly travels to the University to undertake the work, the University is likely to be considered their ‘normal place of work’ in the context of the examining work they are doing for us. In these circumstances, the reimbursed cost of travel (to and from home to the University) would be liable to PAYE/NI through payroll (as the travel would represent their normal commuting journey.  For any other expenses, you must refer to the [External Examiners Expenses Payment Procedure](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-to-External-Examiners(1).aspx). | | | | | | | | | |
| Fares (i.e. air, train, bus, taxi etc.): | | | | | £0.00 | | | | |
| Mileage Allowance       miles @ £0.00p per mile:  Approved mileage rates can be found at the [HMRC website.](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances) | | | | | 0.00 | | | | |
| Total claimed: | | | | | £0.00 | | | | |
| **NOTE: You must provide receipts for expenses incurred.** | | | | | | | | | |
| **Section 4: Authorisation (for fees and taxable expenses) - I confirm that the above amount above is now due.** | | | | | | | | | |
| Signature: | | | Position: | | | Date (dd/mm/yyyy): | | | | |
| Once the form is fully completed, you should raise a Service Request in People and Money and select the category “External Examiner Timesheet” under “Interim Forms”. For guidance, please refer to the [How to raise a service request in People & Money](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) user guide. | | | | | | | | | | |
| **Section 5: Authorisation - Verified and authorised by Head of School/Authorised Signatory -** the above information has been verified and authorised by Head of School or Authorised Signatory | | | | | | | | | | |
| Signed: |  | | | Date (DD/MM/YYYY): | | | |  | | |

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| **Section 6: Costing Information (for non-project related payments) - please refer to the** [Chart of Accounts Guidance.](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) | | | | | | | | | |
| **Source of Funds** | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits)** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **Guidance** | **MANDATORY**  **% Split of the salary costing** | **Driven by payroll element** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to** | **MANDATORY**  **Organisational Unit (department)** | **For use by Payroll** | **Likely to always be zero** | **Likely to always be zero** | **Likely to always be zero** | **For cross charging to or from a subsidiary** |
| Example | 100% | 110 | 123456 | 12345678 | 0000 | 0000 | 00000000 | 00000000 | 000 |
| **Costing Split 1 - Expenses** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2 - Expenses** |  |  |  |  |  |  |  |  |  |
| **Costing Split 1 – Fees** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2 - Fees** |  |  |  |  |  |  |  |  |  |
| Section 7: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) | | | | | | | | | |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | **Amount** | **Project number** | **Task Number** | **Expenditure Type** | | **Expenditure Organisation** | **Contract number** | **Funding Source** |
|  |  |  | **MANDATORY** | **MANDATORY**  See Chart of Accounts Guidance or task 1 if unknown | **MANDATORY** | | **Always University of Edinburgh** | Take the first number set before the “-” in project number column |  |
| Example | GBP | 100 | 1172081-117083 | 1 | Drop down | | University of Edinburgh | 1172081 | Name of customer |
| **Costing Split 1 - Expenses** |  |  |  |  |  | |  |  |  |
| **Costing Split 2 - Expenses** |  |  |  |  |  | |  |  |  |
| **Costing Split 1 - Fees** |  |  |  |  |  | |  |  |  |
| **Costing Split 2 - Fees** |  |  |  |  |  | |  |  |  |