**External Examiner Claim Form**

**Please fully complete sections A to E and send to the Academic Registry, Anglia Ruskin University, Bishop Hall Lane, Chelmsford, Essex, CM1 1SQ.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section B: Details to make payment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance Number: | | | | | | | | | S | | | | | L | | | | | 1 | | | | 6 | | | | 3 | | | | | | 1 | | | | | | 5 | | | | | | 3 | | | | | | B | | | |
| Name of Bank/Building Society: | | | | | | | | | Barclays Bank | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch Name: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sort Code: | 2 | 0 | \_ | | 8 | | 0 | | | \_ | | 1 | | | 4 | | Account Number : | | | | | | | | | 2 | | | 3 | | | 9 | | | | 1 | | | | | 9 | | | 0 | | | | 6 | | | | 4 | | |
| Roll Number (Building Society): | | | | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  | | |  | |  | | | |  | | |  | | |  | | |  | | | |  | | |  | | | |  |
| Faculty/Department: | | | | | | Computing and Information Science | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payroll Number: (from previous payslip if applicable) | | | | | | | | | | | | | | | | | | | | |  | | |  | | | |  | | |  | | | |  | | |  | | | |  | | | |  | | |  | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A: Information about you** | | | | | | | | | | | | | | |
| Surname: | Lange | | | | | Title: | | | Dr | | | | | |
| First name: | Julien | | | | | Middle Name: | | | | |  | | | |
| Gender: | Male  Female | | | | | | | | | | | | | |
| Date of Birth: (DD/MM/YYYY) | 3 | 0 | / | 1 | 2 | | / | | | 1 | | 9 | 8 | 5 |
| Home Address:  Post Code: | 17A Harte Road  TW3 4LD | | | | | | | Email Address:  julien.lange@rhul.ac.uk | | | | | | |
|  | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section D: Expenses** | | | | | | | | | | | | | | | | | | | | |
| Details of Expenses (give full details and attach receipts) | | | | | | | | Date | | | Mileage | | Rate | | | | Amount Due | | | |
| £ | | P | |
|  | | | | | | | |  | | |  | |  | | | |  | |  | |
|  | | | | | | | |  | | |  | |  | | | |  | |  | |
|  | | | | | | | |  | | |  | |  | | | |  | |  | |
| Financial Code (to be completed by Academic Registry) | | | | | | | | | | | | | | **Total:** | | | | | | |
|  |  |  |  | - |  |  |  | |  | - | |  | | |  |  | |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section C: Fee** | | | | | | | | | | | | | | | | | | |
| Details of Annual External Examiner’s Report Submitted: | | | | | | | | | | | Date | | | Amount Due | | | | |
| £ | | | P | |
| Computing & Information Science Modular Assessment Panel | | | | | | | | | | | 09/21-08/22 | | | 725 | | |  | |
|  | | | | | | | | | | |  | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | |  | |
| Financial Code (to be completed by Academic Registry): | | | | | | | | | | | **Total:** | | | | | | | |
|  |  |  |  | - |  |  |  |  | - |  | |  |  | |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section F: to be completed by the Academic Registry** | | | | | | | | | | |
| **Start Date (DD/MM/YYYY)**  (This date will be entered as the start date on the HR system) |  |  | / |  |  | / |  |  |  |  |
| **End Date (DD/MM/YYYY)**  (This date will be entered as the end date on the HR system) |  |  | / |  |  | / |  |  |  |  |

|  |
| --- |
| **Section E: Declaration** |

I certify that:

* I have completed and submitted the Annual External Examiner’s report as detailed above

and this has not been included in any previous claim.

* The expenses claimed were incurred solely on Anglia Ruskin University business.

|  |  |
| --- | --- |
| Signed:  Line chart  Description automatically generated with medium confidenceJULIEN LANGE | Date: 29/08/2022 |

**I confirm that the Annual External Examiner’s report has been submitted and authorise payment**

|  |
| --- |
| **OFFICE USE ONLY** |
| Date sent to payroll: |

|  |  |
| --- | --- |
| Signed: | Date: |
| Paul Baxter | Academic Registrar |

**Notes**

1. Please note that payment of your annual fee is authorised only when your Annual External Examiner’s Report has been submitted.
2. Once you have submitted your Annual External Examiner’s Report, please send your fully completed claim form to the Academic Registry, Anglia Ruskin University, Bishop Hall Lane, Chelmsford, Essex, CM1 1SQ.
3. Authorised expenses claims may be made on this form and will be paid without statutory deductions. You can submit expenses throughout the year if you make multiple visits to Anglia Ruskin University.
4. Authorised claims that are received in HR Services by 15th of the month will be paid in that month.
5. If this is not your first claim, please quote your payroll number and National Insurance number (these can be found on a previous payslip), otherwise your payment may be delayed.
6. Financial codes will be entered by the Academic Registry who should refer to the Management Accounts Section, Financial Services, Chelmsford if there are any queries.
7. The Academic Registry should certify the claim for payment and send the first three copies of the form to HR Services, Chelmsford by 15th of the month for payment in that month.
8. To help people save more for their retirement, the Government now requires employers to enrol their workers into a workplace pension scheme if they meet the criteria set out on The Pensions Regulator website. If you meet these criteria you will become eligible for automatic enrolment into the Local Government Pension Scheme (LGPS).  However, we will as allowed by law, postpone your assessment for three months at which point you will be automatically enrolled into the LGPS, assuming you meet the age and earnings criteria in that month.   You may, of course, choose to opt out of the scheme.