

**External Examiner / External Academic Advisor**

**to the Validation and Review Board (VRB) Fee Payment**

The fee payable for acting as an External Examiner / External Academic Advisor to the VRB will be as stated in your letter of appointment. In order to process your payment, please provide one of the following:

1. Invoice raised on your company. Your company registration number and if applicable, the company’s VAT registration number will be required on the invoice. VAT should not be added to the invoice as the supply of these services is exempt. Payment will be made through our purchase ledger. This will be paid directly into your company’s bank account: please include bank details on your company invoice.
2. Individual claimant (for payment through the RAU payroll): Fee confirmation will be completed below by authorised signatory:

Name of External Examiner: ­­­­-----------------------------------------------------------------------------

 (Capital letters)

Signature of claimant -----------------------------------------------------------------------------

Date -----------------------------------------------------------------------------

For office use only:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates worked | Fee (£) | Nature of activity | Department code  |
|  |  |  |  |

I confirm the duties of this post have been completed.

Signature of budget holder -------------------------------------------------------------------------------

Name of budget holder -------------------------------------------------------------------------------

(Capital letters)

Date -------------------------------------------------------------------------------