

Appendix 10e: Payment of fees and expenses to an External Advisor

The University offers the following fees to an External Advisor:

- £250 for provision of subject specific advice on a Proposal
- Reasonable travel expenses will be paid (not likely to be applicable for virtual meetings)
- Overnight accommodation can be arranged, if required (not likely to be applicable for virtual meetings)

Where the proposal is an Off-campus partnership

- Travel within the UK: 1 day at £100
- Travel within the Middle East: 3 days at £100 per day
- Travel long haul: 4 days at £100 per day

The External Advisor is invited to contact the relevant SEO Officer to acquire a claim form for the fee and any associated travel expenses (see Appendix 2). The Proposer will normally be able to provide the External Advisor with the name and contact details of the relevant SEO Officer. Overnight accommodation can be booked by the SEO Officer, if required.