**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 SEO Officer will provide a claim form for fees and expenses for the External Advisor’s use. Overnight accommodation and travel can be arranged by the SEO Officer upon request.