

Payment of Fees and Expenses for External Examiners

The following fees and expenses may be claimed in connection with the examination of research degrees of the University. Please submit your claim with the examination report form.

FEES FOR EXAMINERS ARE AS FOLLOWS:

Examination of PhD/EngD candidate	£175
Examination of MPhil candidate	£100
Examination of referred PhD/EngD candidate (with oral examination)	£100
Examination of referred PhD/EngD candidate (without oral examination)	£75
Examination of referred MPhil candidate	£50

EXPENSES MAY BE CLAIMED AS FOLLOWS:

Travel

Rail fare for a standard class ticket:

A maximum of £300 towards rail fares may be claimed from the Doctoral College Office.

Please state class of travel, cost and return destination on the expenses claim form and provide the receipt/ticket. First class or business class travel is not permitted and no contribution towards first class travel costs will be made.

Mileage allowance:

45p per mile

Please state start and finish postcodes and verify mileage claimed via a suitable web mileage calculator e.g. Multimap, RAC, AA (please attach the sheet to the claim).

Parking:

The costs of safe and appropriate car parking, together with the cost of toll and congestion charges, can be reimbursed.

Taxi:

The expectation is that public transport will normally be used. Where this is not possible, or there are safety concerns, taxi fares are claimable with receipts. Please provide a supporting statement as to why a taxi was used. *If there is not strong justification for the use of a taxi, this will not be reimbursed.*

International Air Fare at standard rate:

A maximum of £300 towards an international airfare, including any visa costs, may be claimed from the Doctoral College Office. An outstanding balance must be met by other sources and must be confirmed to the Doctoral College Office in advance.

Domestic air fares may be claimed. Examiners are requested, however, to obtain the most reasonable standard class fare.

Hospitality

Accommodation, Hotels/B&Bs:

Where an overnight stay is required (if the oral examination has an early or late start) maximum nightly rates of £200 in London and £120 rest of UK. The University does not approve the use of AirBnB.

Meals:

Reasonable costs of meals may be claimed in line with the following guidelines:

Meal	Claimable when travelling on University business and...	Contribution
Breakfast	• staying away from home the previous night, <u>or</u> • <u>commencing travel before 7am</u>	£15
Lunch	• staying away from home the previous night, <u>and</u> • <u>not returning to home/normal place of work by 2pm</u>	£15
Dinner	• staying away from home that night, <u>or</u> • <u>not returning home before 6:30pm.</u>	£35

Receipts

Claims should be submitted for payment with the original itemised receipts obtained (please do not submit a credit card voucher).

Where a receipt is not submitted, the claim will not be reimbursed.

PAYMENT FORM FOR RESEARCH EXTERNAL EXAMINERS

Please note that fees will be subject to UK Income Tax.

This form should be returned to the Doctoral College Office by email to dco1-school@mailbox.lboro.ac.uk

Please do not lock or secure the pdf.

EXAMINATION DETAILS		
Doctoral Researcher Name		
Doctoral Researcher ID no.		
Viva date		
PERSONAL DETAILS		
Title		
Forename(s)		
Family Name		
UK National Insurance Number (if you have one)		
Gender (M/F)		
Date of Birth (DD/MM/YY)		
Address		
Email Address		
BANK DETAILS		
If a foreign payment is required, please complete the "International Bank" spreadsheet to notify us of the relevant account details (i.e. SWIFT and IBAN codes)		
Bank		
Branch		
Sort Code		
Account No.		
Roll No. (if applicable)		
FEE DETAILS		
Claim period (DD/MM/YY to DD/MM/YY)		
Examination type:		
Examination of PhD/EngD candidate	£175	☐
Examination of MPhil candidate	£100	☐
Examination of referred PhD/EngD candidate (with oral examination)	£100	☐
Examination of referred PhD/EngD candidate (without oral examination)	£75	☐
Examination of referred MPhil candidate	£50	☐

Signature	
Date	

FOR OFFICE USE ONLY																																
Fee		Account Code				Cost Centre				Sub-Project										Job Family		Grade										
Checked in Doctoral College Office by																																
Signature																																
Date																																
Doctoral College Office Approval																																
Date																																

CLAIM FORM FOR EXTERNAL EXAMINER OUT OF POCKET EXPENSES

Claims for reimbursement of expenses, if applicable, should be in accordance with University regulations.

This form should be returned to the Doctoral College Office by email to dco1-school@mailbox.lboro.ac.uk

[illegible]

- Receipts have been provided for the claims above
- expenses claimed have been incurred by me in the course of my official duties and are in accordance with payment of fees for external examiners,
- they have not and will not be reimbursed to me from any other source,
- claims for rail travel were via standard class,
- claims for air travel were via the most economic form of economy class,
- where claiming mileage I have attached evidence of route from Google Maps, RAC Route or AA Route map.

Claimant Signature	
Date	

FOR OFFICE USE ONLY																												
Type	£	Account Code						Cost Centre						Sub-Project								Job Family		Grade				
Subsistence																												
Hotel																												
Rail Travel																												
Mileage																												
Air Travel																												
Other Travel																												
Checked in Doctoral College Office by																												
Signature																												
Date																												
Doctoral College Office Approval																												
Date																												