UCL STUDENT AND REGISTRY SERVICES

researchdegrees@ucl.ac.uk

Research Degrees External Examiner Expenses Claims:

Guidance Notes for External Examiners and Departments

External examiners are permitted to claim reasonable expenses as required to attend the viva examination of a research student. These notes provide guidance on the expenses you may claim. This guidance applies both to those examiners who make their own travel arrangements and to departments who make and pay for arrangements on an examiner’s behalf.

Please provide full receipts for all claims. We will only pay claims to examiners who are not employed by UCL and will not to reimburse claims unless you provide receipts. Please note that UCL’s financial regulations do not permit us to pay examiners’ expenses to third parties. Please do not book travel through your own institution or company.

Any claims which are higher than the limits given below must be pre-approved by Research Degrees. We will then request payment from the academic department arranging the examination. If your expenses fall outside the categories given below, please contact Research Degrees to check if they will be reimbursed.

Claims must be submitted within three months of the student’s viva examination. We will not process any claims submitted more than six months after they were incurred.

**Please complete the Claim Form for Research Degree External Examiners Expenses. You will find the form at the foot of this document.**

# Expense Claim Limits

### Travel by Public Transport

* We will reimburse examiners’ rail fares for return journeys at **standard class rates** to and from their home or normal place of work to London.Usually, we expect examiners or departments to book tickets well in advance (at least one month). Please provide and explanation on the form where this is not possible. If your claim for a fare is very high, we will reimburse at the average level for the journey. The department arranging the examination will then be responsible for covering the excess amount. Please enclose your tickets when making a claim.
* For inexpensive journeys undertaken by London Transport (e.g. bus and Tube trips within one or two zones), please provide receipts when you can. These are not essential.
* We will only reimburse taxi journeys in exceptional circumstances (if you have accessibility issues, for instance). Please provide an explanation if you make a claim for taxi expenses.
* If Departments are booking travel on behalf of the External Examiner this should be done through [Key Travel](https://www.ucl.ac.uk/procurement/agreements/travel). This is UCL’s preferred supplier for Travel Agency services.

We will not reimburse fares above standard class except in exceptional circumstances. If you wish to use First Class rail travel please email Research Degrees *before* booking your tickets. If we have not agreed to pay the First Class fare in advance we will only reimburse you up to the cost of the equivalent open standard class ticket.

### Air Travel

* We will reimburse reasonably priced, standard class air fares (and carbon offset credits purchased for the journey) if your normal place of work or residence on the date of your nomination is Northern Ireland, Scotland, the Channel Islands, the Isle of Man or outside the UK.
* We will not normally reimburse of air fares if you are in England and Wales unless this is cheaper than other alternative means of travel. You will need to provide evidence when making a claim.
* We will reimburse reasonably priced, standard class air fares for examiners living and working abroad.
* If Departments are booking air travel on behalf of the External Examiner this should be done through [Key Travel](https://www.ucl.ac.uk/procurement/agreements/travel) which is UCL’s preferred supplier for Travel Agency Services.

Please note that we will not meet claims for Business and First Class air fares or other fares exceptionally high air fares. If you are not certain if your air fare meets the requirements please check first with the Research Degrees team at Research Degrees.

**Private Transport**

* If you travel by private car, motorcycle or bicycle you may claim the mileage rate stated on the claim form for direct journeys to and from your normal place of residence to UCL. Please include receipts for fuel with the claim if you can do so. We will not reimburse car hire costs.
* We will pay car parking charges if you provide a receipt.
* If you make a claim for private transport costs, this must not exceed the cost of travel by public transport.
* We encourage examiners to take forms of transport which have a low carbon footprint and a reduced impact on the environment.

**Hotel and Subsistence Allowances**

In accordance with UCL’s expense policy, you may claim the following amounts:

* a maximum of £10.00 for breakfast (as part of an overnight stay)
* a maximum of £7.00 for part of a day including lunch
* a maximum of £20.00 for dinner (as part of an overnight stay)
* a maximum of £37.00 for part of a day including lunch and dinner (as part of an overnight stay).

We will not normally reimburse expenses for an evening meal unless you have stayed in London overnight.

If a department books a hotel on behalf of an external examiner, they must book from the [list of hotels authorised by UCL's Procurement Services](https://www.ucl.ac.uk/procurement/agreements/hotels) as they provide UCL-approved rates for staff working for UCL (details also available on the intranet (for UCL staff only)

We will only reimburse one night’s stay if you are travelling from within the UK/EU. We will reimburse a maximum of two nights for travel from outside the UK/EU. You must include copies of hotel invoices with your claim form.

Please note that we will only reimburse up to £150 per night on any hotel tariff. If you cannot find a hotel for this amount, the academic department responsible for the exam will be required to cover the excess cost.

**Miscellaneous Expenses**

We will pay telephone and postage costs you may have in connection with the examination.

**Submitting Claims**

#### Expense claims made by External Examiners

You must complete the expenses claim form. Please ensure you fill in all the relevant parts of the form and sign and date it. Please note that we may return incomplete forms and this will delay your payment.

#### Bookings made by Departments/Divisions

#### If Departments/Divisions book and pay for External Examiners’ travel arrangements and accommodation this must be done well in advance of the date of travel. They should then submit an interdepartmental transfer to Research Degrees with a copy of the receipts.

When booking travel, please use [Key Travel](https://www.ucl.ac.uk/procurement/agreements/travel) which is UCL’s preferred supplier for Travel Agency Services.

When booking accommodation, please book from the [list of hotels](https://www.ucl.ac.uk/procurement/agreements/hotels) approved by UCL’s Procurement Services, as they provide UCL-approved rates for staff working for UCL.

UCL Student and Registry Services

researchdegrees@ucl.ac.uk

# CLAIM FORM FOR RESEARCH DEGREE EXTERNAL EXAMINER EXPENSES

### Please complete and return to Research Degrees, Student and Registry Services.

### Please see our guidance notes on expense claims before completing and returning this form.

### Section A

Please complete all details in this section in order to be paid by BACS for expenses relating to external examining activities. Please note that we can only reimburse the external examiner incurring the expenses and cannot pay any third parties.

|  |  |
| --- | --- |
|  **Full name:** |   |
|  **Name of candidate examined:** |   |
|  **Email address:** |    |
|  **Bank name:** |        |
|  **Bank address:** |        |
|  **Postcode:** |        |
|  **Account number:** |        |
|  **Sort code:** |        |

### For Overseas accounts:

|  |  |
| --- | --- |
| **Account name:** |        |
| **IBAN number:** |        |
| **SWIFTBIC code:** |        |
|  **Account number:** |        |
|  **Routing code (US/Canada)** |        |

### Section B

**Details of expense claims**

### Return Standard Class Railway/Economy Air Fare (please specify) to London

|  |  |  |  |
| --- | --- | --- | --- |
| **From/to:** |   |  **To:** |  |
| **Date(s):** |   | **Amount claimed****(with currency):** |  |
| **Booking made more than one month in advance:** |  Yes/No |
| **If no, please provide an explanation**:   |

### Cost of Travel by Underground/Public Road Transport

|  |  |
| --- | --- |
| **From/To:** |  |
|  **Date(s):** |  |
|  **Amount claimed:** |  |

### Travel by Taxi – Cost and Explanation

|  |  |
| --- | --- |
|  **From/To:** |  |
|  **Date(s):** |  |
|  **Amount claimed:** |  |
|  **Reason for taxi journey** (please indicate this and provide further details in the text box below): Public transport not available Late at night Accessibility issues |
|  |

### Private Transport

Mileage allowance: 45 pence per mile by private car; 24 pence per mile by motorcycle, 20 pence per mile by bicycle

|  |  |
| --- | --- |
|  **From/To:** |  |
|  **Total mileage:** |  |
|  **Amount claimed:** |  |

### Car Parking Charges (at airport or station)

|  |  |
| --- | --- |
|  **Location:** |  |
|  **Duration:** |  |
|  **Amount claimed:** |  |

### Postage and/or Telephone Expenses in connection with examining duties

|  |  |
| --- | --- |
|  **Please give details:** |  |
|  **Amount claimed:** |  |

### Hotel Allowance

You may claim a maximum of £150 per night

|  |  |
| --- | --- |
|  **Number of nights:** |  |
|  **Cost per night:** |  |
|  **Amount claimed:** |  |

### Subsistence

Please refer to the guidance notes for details. Please include a receipt for claims over £5.00. If you do not have receipts, you may claim a maximum of £5.00 for breakfast and lunch and £10.00 for dinner.

Please give details for each part of claim (ie breakfast after overnight stay, lunch on day of examination)

|  |  |
| --- | --- |
|  **Details of Claim:** |  **Amount spent:** |
|  **Details of Claim:** | **Amount spent**: |
|  **Details of Claim:** |  **Amount spent:**  |
|  **Details of Claim:** |  **Amount spent:** |
| **Total Subsistence claimed:** |  |

|  |  |
| --- | --- |
| **Total Expenses Amount Claimed:** |  |

I have read and acknowledge the terms detailed in the notes accompanying this form. I confirm that the bank details provided are correct and can be used by UCL to process payments.

|  |  |
| --- | --- |
| **Signature of external examiner:** |  |
|  **Date:** |  |

Please submit your claim within three months of the viva examination.

**This form should be completed returned with scanned copies of all your receipts to** Research Degrees.