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| **EXTERNAL EXAMINERS (HIGHER DEGREES) CLAIM FOR REIMBURSEMENT OF FEES, TRAVELLING AND SUBSISTANCE EXPENSES ACTAULLY INCURRED** |
| *Please use block capitals and refer to notes overleaf \*These fields are mandatory* |
| **NAME OF CLAIMANT** |  | **Date of Birth\***  |
|  |  |  |  |  |  |  |  |
| **HOME ADDRESS** |  | **National Insurance No\*** *(unless foreign national)* |
|  |  |  |  |  |  |  |  |  |
| **BANK DETAILS** | **Bank Name and Address** | **Sort Code** | **Account Title/****Reference** *(if applicable)* |
|  |  |
| **Account Number** |  |
|  |
| **FEE** |
| **School/College:** |  | **Programme:**  |  |
| **Candidate:** |  | **Student ID No:** |  |
| **FEE** *(see back of form)* | **£**   |  |
| **TRAVEL AND SUBSISTENCE EXPENSES** |
| **Date(s) of journey** | **Travel between:** | **Times of:** | **Public Transport/Car Hire £** | **Subsistence £** |
| **Depart Return** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS/VOUCHERS MUST BE SUBMITTED WITH THE CLAIM Sub totals (A)** |  |  |  |  |
| **If claiming car allowance, please provide the following information:** |
| **From:** | To: | Mileage: | **Car Allowance (B)** |
| **From:** | To: | Mileage: | **£** |  |
| **Postages, Carriage and other Expenses (Please specify)** |
| **RECEIPTS MUST BE SUBMITTED WITH THE CLAIM – IF UNOBTAINABLE, FULL DETAILS SHOULD BE GIVEN**  | **Postages, etc. (C)** |
|  | **£** |  |
| **TOTAL EXPENSES (A) + (B) + (C)** | **£** |  |
| **Declaration** |
| I certify that the fees and expenses I have claimed above are correct and in accordance with the approved scales of payment as shown overleaf. The journey(s) I have stated were in respect of my official work duties and that no other claim, or request for a fee in respect of the journey(s) made has been, or will be made, against the University, or any other agency.**Signature: ……………………….……………………………………………………. (Claimant) Date: …………………………………………** |
| **ACADEMIC SERVICES/FINANCE USE ONLY** |
| **Cost Codes £ p** | **Checked By (Quality Office):** |
| Fee | **ASD1001-100.5340** |  |  |  |  |  |  |  |
| Expenses | **ASD1001-100.5900** |  |  |  |  |  |  |
| Re-charge code |  |  |  |  |  |  |  | **Authorised By Head of Academic Quality Services:** |
| **TOTAL CLAIM** |  |  |  |  |  |  |  Date: |
| **Payroll Use** | **Week No** | **Payroll No** | **Initials** | **Date** |

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| **Fee Structure for Research Degree External Examiners** |

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|  | **Fee** **(with viva)** | **Reduced Fee** **(without viva)** |
| **Research Masters (MRes, MPhil)** | **£125.00** | **£62.50** |
| **Doctoral (PhD, EngD, DNursSci, DProf, MD)**  | **£175.00** | **£87.50** |
| **Senior Doctorate (DSc, DLitt, LLD)** | **N/A** | **£250.00** |

In cases where a viva voce is not held (for a resubmitted thesis or for the examination of a Senior Doctorate) the reduced fee will be paid. Income tax and/or national insurance payments will be deducted from reimbursed expenses as required by the Inland Revenue.

**Expenses**

Supporting receipts/vouchers must be obtained and submitted with each claim – without corresponding receipts, expenses will not be reimbursed.

The University will cover genuine expenses (travel and subsistence) up to a **maximum of £300** (actual receipted expenditure only) incurred by the external examiner. Colleges will be asked to cover anything above this amount. The University will not cover expenses not incurred directly by the external examiner (for example a meal for any other individual).

All claims for the reimbursement of travelling and subsistence expenses must be submitted on the official form. Original receipts **must** be supplied for all items of expenditure. Photocopied receipts are not acceptable (except in special circumstances, requiring prior arrangement) – scans/photo images are acceptable for emailed claims. Copies of credit card bills or cheques are not sufficient proof alone and must be accompanied by a proper receipt or other paperwork showing the item/service purchased and the price. Printouts of online bookings are acceptable as long as they show the item/service purchased and the price. Reimbursement will only be made in cases where expenditure has been incurred properly and necessarily for the University’s benefit. Any aspects of private usage must be excluded from expense claims.

**Public Transport**

Actual expenditure on ‘bus, tube, rail fares, etc., will be reimbursed. Rail travel will normally be expected to be second-class. The cost of taxis will be refunded only if their use is clearly necessary.

**Travelling**

Where reasonable public transport facilities do not exist or a substantial saving in time could be effected, a car allowance of **45p per mile** (24p per mile for motorcycles) may be claimed.

In cases where the external examiner does not have to travel to the University (examination without viva or by viva by electronic means), the University will only cover expenses incurred in relation to postage and carriage costs incurred for the handling of the thesis.

**Personal Expenses**

Personal expenses should not be included on claims for reimbursement of expenses. Examples of personal expenses are:

* Alcoholic drinks from a mini-bar or purchased other than to accompany a meal
* Newspapers; Green fees; ‘Pay as you view’ film/satellite/TV subscriptions
* Hair salons; Health Spas; Clothes; Child Care costs; Kennel fees

Where a member of staff stays overnight with a friend or relative instead of staying in a hotel, a payment of up to £25.00 per night may be made to the host. A signed receipt must be obtained from the host which must be attached to the expenses form.

**Please note**: All payments of fees and expenses will be made by bank transfer to UK bank accounts. If a UK bank account is not available, payments will be made by cheque.

**Please send all completed forms to:**

External Examiners | Hawliad Arholwr Allanol

Academic Quality Services | Gwasanaethau Ansawdd Academaidd

Academic Services| Gwasanaethau Academaidd

Swansea University | Prifysgol Abertawe

Singleton Park | Parc Singleton

Swansea | Abertawe

Wales | Cymru

SA2 8PP Email: externalexaminers@swansea.ac.uk