 **CLAIM FOR FEES AND REIMBURSEMENT OF EXPENSES OF**

**EXTERNAL EXAMINERS, RESEARCH DEGREES**

NB: PAYMENT IS MADE BY BACS, IF YOUR BANK DETAILS HAVE CHANGED SINCE YOUR

APPOINTMENT AS RECORDED ON THE ‘NEW STARTERS FORM’ PLEASE SUBMIT A NEW FORM TO THE ACADEMIC REGISTRY ON [pgsstaff@aber.ac.uk](mailto:pgsstaff@aber.ac.uk). IF YOU HAVE NOT ALREADY COMPLETED THE NEW STARTER FORM PLEASE DO SO NOW

|  |  |
| --- | --- |
| Full Name |  |

Please give full details and attach supporting documents and receipts:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Travel: | | | |
| A. Public transport | From | To | £ |
|  |  |  |  |
| B. Private vehicle – car @45 p per mile; motorcycle @24 per mile: | | | |
| From | To | Distance (miles) | £ |
|  |  |  |  |
| 2. Subsistence: | | | |
| From: \_\_\_\_\_\_ am/pm  Date: | To: \_\_\_\_\_\_\_am/pm  Date: | |  |
| 3. Other expenses (please detail): | | |  |
| TOTAL EXPENSES: | | | £ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PURPOSE OF VISIT/DATE: | | Viva |  |  |  |  |
| I wish to claim the following fee (will normally be paid  net) | PhD 1ST  sub    **£200** | PhD resub with viva    **£132** | PhD resub without viva    **£100** | MPhil 1st  sub    **£130** | MPhil resub with viva  **£100** | MPhil  resub without viva  **£65** |
| TOTAL EXPENSE AND FEE CLAIMED | |  |  | £ |  |  |

|  |  |
| --- | --- |
| Has your accommodation, meal or transport been invoiced directly to the University? | If Yes, please provide details: |

**DECLARATION:** I DECLARE THAT THE TOTAL CLAIMED HAS BEEN INCURRED BY ME SOLELY IN THE COURSE OF THE UNIVERSITY’S BUSINESS. I CONFIRM THAT I HAVE NOT CLAIMED ANY OF THESE EXPENSES BEFORE AND WILL NOT CLAIM THEM FROM ANY OTHER SOURCES. I HERBY CLAIM REIMBURSEMENT

**SIGNATURE**: …………………………………. **DATE**: ......................................

Please return to: [pgsstaff@aber.ac.uk](mailto:pgsstaff@aber.ac.uk)

|  |  |  |
| --- | --- | --- |
| OFFICE USE ONLY |  |  |
|  |  |  |
| Student name: | Degree: | Fee: £ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prepared by: | Date: | Certified for Payment/Date: | |  |  |  |
| NOTES: |  |  | |  |  |  |
| Main | Sub | Aux | £ | p |  |  |
| 3510 | G1160-01 | 851A |  |  |  |  |
| 4512 | G1160-01 | XA003 |  |  |  |  |
|  |  |  |  |  | Dept code | Auth: |
|  | Total |  | £ | p |  |  |