 **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. 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

|  |  |  |
| --- | --- | --- |
| 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  |   |  |