**postgraduate RESEARCH ORAL examination**

**EXTERNAL EXAMINER EXPENSES CLAIM**

|  |  |
| --- | --- |
| **Claimant Contact Details** | |
| Name |  |
| Address, incl. Postcode |  |
| Email |  |

|  |  |
| --- | --- |
| **Claimant Bank Details** | |
| Bank & Branch name |  |
| Sort Code |  |
| Account Number |  |
| Account Name |  |

|  |  |
| --- | --- |
| **Claim relating to the examination of a thesis submitted for a postgraduate research degree** | |
| Student name |  |
| Degree, i.e. MRes/PhD |  |
| Viva Examination Date |  |
| Viva Examination Location |  |

*Please see**guidance notes below before completing the following section.*

|  |  |  |
| --- | --- | --- |
| **Claim Details** | | |
|  | **£** | **P** |
| Mileage (............) @ £0.35 per mile |  |  |
| Other travel costs (actual cost) |  |  |
| Overnight accommodation |  |  |
| Meals (alcoholic drinks will not be reimbursed) |  |  |
| Other |  |  |
| **TOTAL** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Guidance Notes**

* Expenses claims should be submitted as soon as possible after the expenses have been incurred, and in any case within 3 months.
* These expenses must relate to your own costs and should not include costs related to other internal or external examiners, internal chair or supervisory team members.
* Itemised VAT receipts should be included with your claim form.
* External examiners are expected to travel by public transport (standard or economy class) where this is most cost-effective and is practicable.
* Your own car should only be used where it is more economical to do so, or where public transport is not available or practical.
* External examiners may claim reimbursement of actual expenditure on food and non-alcoholic drinks if supported by an itemised bill/receipt.
* UHI will only reimburse the cost of meals which we believe to be reasonable – up to **£8.00 for breakfast**; **£10 for lunch** and **£25 for evening meal.** Alcoholic drinks will not be reimbursed.
* For information about how your personal data is processed, see UHI’s [privacy notice](https://www.uhi.ac.uk/en/t4-media/one-web/university/privacy-notices/uhi-pn-payment-of-fees-and-expenses.docx).

**Method of Payment**

UHI can pay by BACS for the speed and convenience of creditors. If you supply bank details overleaf you will be paid by this method - if you have previously provided us with these details, they will be held on our system and do not need to be repeated.

**PLEASE SUBMIT TO:** [UHI Dropbox](mailto:UHI%20Dropbox) secure facility, using [gradresearch@uhi.ac.uk](mailto:gradresearch@uhi.ac.uk) for the email address when prompted.

Alternatively, please email: [gradresearch@uhi.ac.uk](mailto:gradresearch@uhi.ac.uk) or post to: Graduate School, University of the Highlands and Islands, Bryden Lodge, Ness Walk, Inverness IV3 5SQ.

|  |  |
| --- | --- |
| *For office use only:* Attendance confirmed |  |
| Academic Session |  |
| Budget Code | 1-602-RA589-4130 |
| Date |  |

**PLEASE CONTINUE BELOW IF YOU WISH TO PROVIDE FURTHER DETAILS TO SUPPORT THIS CLAIM:**