

**Claim form for External Examiner Fees and Expenses (Research)**

To prompt payment of your fee please complete this form even if no expenses are due. It is also essential that you submit a photocopy of the photo page of your passport along with the claim form (this is a requirement introduced by the UK Border Agency). If you are a non-EU national we will also require a photocopy of the the visa page of your passport

# Full name and title of Examiner: ....................................................................................

National Insurance No.

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

(we do not deduct N.I. the number is used only as a unique identifier)

**Name of Student Examined: …………………………………………… Date of viva: ………………**

Degree of: (please  the relevant degree) Ph.D M.Phil DClinPsy Other Please indicate with a  if this is a resubmitted thesis Yes No

**Preferred contact address:**

(Please ensure copy of your passport/visa is provided with this form as per guidance at head of page)

**Date:**

**Signature of external examiner:**

All payments will be made via BACS directly to your account.

Account details for BACS payment

|  |  |
| --- | --- |
| Name on the account: | |
| Name and address of bank or building society: | |
| Account number: | Sort Code: - - |
| For payments to overseas accounts please provide both your International Bank Account Number and Bank Identification Code: | IBAN: BIC: |

P.T.O

**Travel Expenses** (Please enclose all receipts)

**Office Use Only**

Total payment due: £

Processed:

……………………………….….……..….…

Date:…………………….

Authorised:

…………………………………..………....…

Deputy Head of Student Registry

Date:…………………….

Date report received:

Please note that for journeys within the U.K. it is University policy to reimburse standard class rail fare, irrespective of the mode of transport actually used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Mode of transport (if car please state number of miles)\* | From | To | Amount Claimed\* |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |

Travel by car will usually be reimbursed at an amount equivalent to the standard class rail fare plus an allowance for parking & taxi connections

**Reason for use of private car (if applicable): ..........................................................................................................................**

**......................................................................................................................................................................................................**

**Other Expenses** (Please enclose all receipts)

|  |  |
| --- | --- |
| DESCRIPTION – Hotel, Meals, Car Parking, Postage / etc. | Amount claimed |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

|  |  |  |
| --- | --- | --- |
| **Examination Fee** | **MPhil, MRes** or **MSc by Research** - **£110** (resubmission **£77**)  **PhD, DClinPsy** or **MD** - **£165** (resubmission **£77,** or **£105** if 2nd viva is held)  **DSc, DLitt,** or **PhD by published work** - **£220** | Fee Payable |
| £ |

Please submit this completed form to:

James Heard, Student Registry, Lancaster University, University House, Bailrigg, Lancaster, LA1 4YW

|  |  |  |  |
| --- | --- | --- | --- |
| 1735/URP  (vatable exp) | vat amount | 1706/URP  (non vatable exp) | 1291/URP  (fee payt) |