Fees and expenses for external examiners of D.Sc., D.Litt., and Ph.D. (staff by published work) candidates

EXAMINING FEES

D.Sc./D/Litt/Ph.D. (staff) by published work examination:

| Basic fee | £220.00 |

All examiners' fee are inclusive of V.A.T. and any other taxes.

EXPENSES

If expenses of more than £250 are likely to be incurred please notify the academic department in advance, as any expenses above £250 will be charged to the department.

1. **Travel Expenses (please use the most economical tickets available)**

   (a) Air (from overseas), boat, bus and underground fares are repaid as incurred.

   (b) Other expenses are repaid on the basis of the cost of second class rail fares (using saver return tickets where possible). Only in exceptional circumstances (full trains, the need to return large quantities of paperwork, or the non-existence of public transport) may first class rail fares or car allowance be claimed. We will normally reimburse at the rate of standard class rail fare.

   (c) Taxi costs will be refunded only where public transport is not available or where the saving of time is of paramount importance.

2. **Subsistence**

Reasonable out-of-pocket expenses may be claimed if and as incurred, not exceeding the following amounts:

   (a) **Accommodation**

      For a period of twenty-four hours -
      London - maximum £120.00
      Elsewhere - maximum £90.00

   (b) **Meals**

      (i) Breakfast - maximum £5.00
      (ii) Lunch - maximum £7.50
      (iii) Dinner - maximum £20.00
      (or actual cost of meals taken on train or boat)

3. **Incidental Expenses**

Incidental Expenses, such as postage costs incurred in returning theses, are also payable.
NOTES:

Important: Original VAT receipts must be attached to all claims (credit card flimsies or statements are not acceptable as proof of purchase.

1. Claims must only be submitted after expenditure has been incurred. This claim must be in accordance with approved University scales and supported by receipts.

2. Persons driving a private car on University business must hold a current driving licence and must have appropriate insurance to cover the journey.

3. Any purchases made over the internet must be supported by an official VAT receipt, a copy receipt or acknowledgement of the order is not acceptable.

4. Any charges for alcohol, newspapers, private telephone calls or tips will be deducted from any accommodation charges before reimbursement is made.

5. Fees and expenses will only be paid after receipt of your Report by the Postgraduate Studies Office.

A claim form will be sent to you with the submitted thesis, or you can print one from our web site - https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/registry/external-examiners/Claimform.docx

Enquiries to James Heard, Senior Records Officer, Postgraduate Studies Office, University House, Lancaster University, Bailrigg, Lancaster, LA1 4YW (01524 592034) or email j.heard@lancaster.ac.uk