**Royal Veterinary College - External Examiner Fee and Expenses Claim Form for Research Degrees**

**PLEASE SUPPLY RECEIPTS; EXPENSES CANNOT BE PAID WITHOUT RECEIPTS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Examiner:** |  | **Bank name:** |  |
| **Gender:** |  | **Branch:** |  |
| **Date of Birth:** |  | **Sort code:** |  |
| **NI number:** |  | **Account number:** |  |
| **Employee (payroll) Number:** |  | **IBAN**  **(If Applicable):** |  |
| **Email Address:**  (for remittance) |  | **BIC Code**  **(If Applicable):** |  |
| **Full Address** (inc postcode**)**  (For HRMC) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Details of Expenditure** | **Amount Claimed** | |
|  |  | £ | p |
| **Examiner Fee** |  | 100 | 00 |
|  |  |  |  |
| **Economy Rail/Air Fare to London ¹** |  |  |  |
| From (Include Date): |  |  |  |
| To: |  |  |  |
|  |  |  |  |
| **Public Transport** |  |  |  |
| From (Include Date): |  |  |  |
| To: |  |  |  |
|  |  |  |  |
| **Car Mileage Allowance** |  |  |  |
| Total Mileage: |  |  |  |
|  |  |  |  |
| **Car Parking at railway station/airport** |  |  |  |
| Hours/days at: |  |  |  |
|  |  |  |  |
| **Accommodation/Hospitality Allowance** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Claimed:** |  |  |  |

Signature of Examiner: .............................................................................. Date: .........................................

**For RVC use only :**

Payroll/Finance Code: ………………………………

Approved by: ……………………………… Lisa Matamala-Shaw, Research Degrees Officer

**Guidelines for Travelling Expenses and Subsistence Allowances for PhD, MPhil and MRes Examinations**

In reimbursing External Examiners from the necessarily limited budget available, the College is required to act in accordance with normal audit rules, and Examiners are therefore asked to follow the guidance set out below.

On each occasion when an External Examiner is required to travel to the College from his/her usual place of work or residence to perform duties necessitated by examination work, travel expenses may be claimed as below:

* Standard class rail travel to and from home or place of work
* Economy class airfare where applicable
* Mileage allowance if public transport is not available, or there are other exceptional circumstances
* All London Underground fares
* Car parking charges at railway station or airport
* Taxi fares to/from railway station or airport
* Overnight hotel accommodation including subsistence allowance to the maximum of £110

Examiners are asked to book travel tickets in advance in order to take advantage of cheaper fares.

With effect from 1997/98, no special provision is made for “subsistence” allowances. The College meets in full Examiners’ hotel bills arising from attendance at the RVC, including dinner, breakfast, and reasonable incidental expenditure on items such as newspapers and telephone calls. When hotel accommodation costs have been saved by staying with friends, relatives or colleagues, a Hospitality Allowance of up to £25.00 per person per 24 hour period may be claimed. In most circumstances Examiners will lunch at the College. The daily fee paid to Examiners has been raised to take into account other minor expenses which may be incurred. However, should circumstances be such that an Examiner is required to incur significant additional expenditure in carrying out his/her duties, this should be entered on the form, supported by receipts and a note of explanation.

***Please supply receipts wherever possible. Where no receipt is available please write “no receipt” in the relevant place on the form.***

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**¹ In event of travel from a vacation address, travelling expenses claimed may not exceed those from usual residence unless attendance is requested by the College at short notice.**

## ² For journeys where public transport is unavailable, mileage allowance by private car may be claimed at the amount of 40p per mile for the first 10,000 miles and 25p thereafter. If an entire journey is made by car, the College will normally pay rail return fares (and associated expenses) if cheaper, unless there are exceptional circumstances (if so, please give details). Apart from the above allowances, no claim may be made upon the college for any liability arising directly or indirectly from the use of a private car.

This form should be completed and returned as soon as possible to:

**Lisa Shaw, Research Degrees Officer, Royal Veterinary College, Royal College Street, London, NW1 0TU**