**Research Degrees Internal Examiners**

**(KCL Staff ONLY)**

**Expenses Claim Form**

**Personal Details**

|  |  |
| --- | --- |
| **Payroll Number (Not KCL ID)** |  |
| **Surname (as appears on bank account)** |  |
| **Forename(s)** |  |
| **Departmental Address** |  |
| **Office/personal telephone no.** |  |
| **KCL Email Address** | **@kcl.ac.uk** |
| **Student Examined:** |  |

**Bank Details – Have you changed bank accounts recently?**

**Yes? Please complete the bank account section over the page.**

No? You can leave the banking details blank, we’ll use the same banking details we have for your salary.

**Authorisation**

**By signing this form you are declaring that the expenses being claimed are:**

1. In accordance with the University's Financial Regulations and Procedures
2. In respect of expenses wholly necessarily and exclusively incurred whilst engaged on the business of the University
3. No other claim has been made or will be made to this or any other organisation for the expenses claimed

|  |  |
| --- | --- |
| **Signature of Claimant**  *(Electronic or wet only, no typed names accepted)* |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Budget/Grant Holder signature:** To be completed by BUDGET or GRANT HOLDER, who is not the claimant, against the finance coding detailed below. | |
| **Please Print Full Name** | **Lynn Marston** |
| **Signed** |  |
| **Date** |  |

**WHERE DO YOU WANT THIS CHARGED TO? Please use valid King’s Finance codes:**

|  |  |  |
| --- | --- | --- |
| **Activity Code** | **Account Code** | **Amounts** |
| **PS10047** | **2112** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total of Expenses to be paid £** | |  |

**Details of Expenses Claimed**

*NB:*Please submit scanned **original** receipts for each item claimed. Items of expenditure that are not permitted include but are not limited to:

* Travel incurred to and from the College from your place of residence.
* Computer equipment and phone bills for personal use that have not been incurred wholly and exclusively for College business.
* First class travel/Business Class/Premium Economy travel without prior approval by the Research Degrees Team.
* Hotel bookings where a payment receipt cannot be provided.
* Visa expenses

|  |  |
| --- | --- |
| **Purpose of expense:** | **RESEARCH DEGREE EXAMINATION EXPENSES ONLY** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mileage Claim** | | | | | | |
| **Which rate should I use? Check one only** | | | | | | |
| Journeys | 1 | 2 | 3 | 4 | 5 | 6 |
| No. of Miles |  |  |  |  |  |  |
| From |  |  |  |  |  |  |
| To |  |  |  |  |  |  |
| Total Mileage £ |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel and other expenses:** (only Standard/Economy Travel can be claimed). | | **Amount £** | Receipts\* Y / N ? |
| **Expense Details** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **£** |  | | |

*\*Receipts/proof of payment must be attached*

|  |  |
| --- | --- |
| **Total of Expenses Claimed £** |  |

Changes to bank account details will be validated against the HR records held prior to payment made.

GDPR statement can be found here – <https://www.kcl.ac.uk/terms/privacy.aspx>

**UK Bank Accounts**

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Sort code (6 digits)** |  |
| **Account number (8 digits)** |  |

When completed, please email form and scan of receipts to [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk) (Please note we do not require physical copies of this form)

Thanks

**EXPENSE GUIDELINES FOR EXAMINERS**

**Please note: the Research Degrees Team do not cover expenses exceeding £350**

**Train/underground/plane/taxi/uber**

All travel receipts must contain:

* Date of travel
* Amount paid (showing class if applicable)
* Locations travelled between

Multiple documents can be sent as proof such as tickets, email receipt etc. Bank statements can be used to back up a claim but will not be accepted as a singular receipt. **We advise taking a picture of tickets purchased on the day as these can be swallowed by the machines and contain necessary information.**

* For underground travel, examiners are advised to use the TFL website to download their journey history- <https://oyster.tfl.gov.uk/oyster/link/0004.do>
* Uber receipts can be downloaded via the app

**Class of Travel**

* Methods of travel should be standard class.
* First-class travel will be accepted if this is the cheaper option and proof of this can be provided (such as a screenshot of the tickets available)

All other First-class travel will only be accepted in *exceptional circumstances*, which needs to be pre-approved in advance by contacting [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk)

**Accommodation**

• The cost of one night's accommodation will be reimbursed and should be a standard UK business hotel (2-3 stars). Upgrades/extensions will be only be accepted in *exceptional circumstances*, which needs to be pre-approved in advance by contacting [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk)

• For examiners staying overnight with family/friends an allowance of £30 is available. An email from the host should be provided containing their name, address, and date of stay.

**Subsistence**

• The reasonable cost of meals up to a value of £30 will be reimbursed. We require an itemised receipt for the meal/items claimed, excluding alcohol. A credit slip alone will not be accepted.

**Miscellaneous**

• Reasonable telephone and postage costs incurred in relation to appointment will be reimbursed

**IMPORTANT:**

Please scan and email all your receipts and this form to [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk)

A receipt must be submitted for each part of your expenses claim or we will not be able to reimburse that part of the claim.

**Please note: the Research Degrees Examinations Team do not cover expenses exceeding £350** Any expenses exceeding this amount will need to be claimed through the department the student belongs to- please contact the student’s supervisor in regard to this.

Any costs relating to Visa's will not be covered by the Research Degrees Examinations Team.

**PLEASE NOTE: PAYMENT CAN ONLY BE MADE DIRECTLY TO EXAMINERS. WE DO NOT PAY INVOICES NOR MAKE PAYMENT TO OR VIA A THIRD PARTY, INCLUDING OTHER KCL DEPARTMENTS OR AN EXAMINER'S HOME INSTITUTION.**

Please email this form to researchdegrees@kcl.ac.uk