

THE FOLLOWING EXPENSES WILL BE REIMBURSED DIRECTLY TO EXAMINERS UPON SATISFACTORY SUBMISSION OF VALID RECEIPTS:

(NOTE: WE ARE UNABLE TO REIMBURSE SUPERVISORS OR THE DEPARTMENT IF THEY PAY ON BEHALF OF THE EXAMINERS)

EXPENSE GUIDELINES FOR EXAMINERS

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

Train/underground/plane/taxi/uber

In line with King's Sustainable Travel Policy, Taxi/Uber should be only used when it would not be reasonable to make the journey by public transport, or where this is justified due to disability or health issues (examiners are not currently expected to provide evidence of the factors which necessitated the use of private transport).

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

- Travel should be economy/standard class only. First class fares can only be reimbursed in exceptional circumstances, and must be pre-approved by contacting researchdegrees@kcl.ac.uk
- Examiners are permitted to book first class travel and claim reimbursement for a standard fare equivalent. To do so, examiners must submit proof of purchase and a document illustrating the equivalent standard fare cost (i.e. screenshot of fare quote from train service provider).
- Where the duration of a flight exceeds six hours, the examiner is permitted to purchase a premium standard class fare, if budget allows. Business class is permitted when a flight exceeding six hours is followed immediately by a presentation or meeting. Business class bookings must be pre-approved by contacting researchdegrees@kcl.ac.uk

Travel within the UK

- Plane travel between mainland UK destinations will not be reimbursed, unless prior approval is given (due to exceptional circumstances). Contact the Research Degrees team to discuss this.

Mileage rates

- Mileage can be reimbursed at 45p per mile for cars/vans, 24p per mile for motorcycles, and 20p per mile for bicycles.

Accommodation

The cost of one night's accommodation will be reimbursed.

- Examiners will only be reimbursed for hotel accommodation; private rental accommodation (including that booked through Property Management Companies, Estate Agents, Airbnb, Booking.com, Vrbo etc) will not be reimbursed.
- Up to £250 per night for hotel accommodation can be claimed (inclusive of VAT and breakfast). Any excess can only be covered by the examiner. Accommodation costs are included in the total expenses limit of £350.

Hospitality (as per section 9.3 of [KCL Financial Policy & Procedures](#))

- The reasonable cost of meals up to a value of £40 (breakfast/lunch) or meals up to £60 (dinner) will be reimbursed. We require an itemised receipt for the meal/items claimed, excluding alcohol. A credit slip alone will not be accepted.

IMPORTANT:

Please compile all receipts at the end of the [expense form](#) and send to 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 to which the student belongs - please contact the student's supervisor in regard to this.

Any costs relating to Visas 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.