

**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.

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 (even where first class may be cheaper).
- Higher than economy/standard class travel will only be accepted in exceptional circumstances, which needs to be pre-approved in advance by contacting researchdegrees@kcl.ac.uk

Travel within the UK

In the interest of sustainable travel, plane travel between mainland UK destinations will not be reimbursed.

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. Any excess can only be covered by the examiner. Accommodation costs are included in the total expenses limit of £350.
- Where multiple guests stay in accommodation booked by the examiners, only the examiner's proportion of the cost will be reimbursed (i.e. if room bookings show two guests, only 50% of the accommodation cost will be reimbursed).

Subsistence

- ♦ 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.

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

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.

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