

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

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

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
- 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

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 the form to researchdegrees@kcl.ac.uk