

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)**

TRAVEL

- ♦ Standard class rail travel

First and business class fares will not normally be paid

- ♦ Underground/Bus fares
- ♦ Short taxi journeys - less than £25
- ♦ Economy airfare, only where there is no feasible alternative

First and business class fares will not normally be paid

- ♦ Private car, 45 pence per mile
- ♦ Motorcycle, 24 pence per mile
- ♦ London Congestion Charge

ACCOMMODATION

- ♦ The cost of one night's accommodation will be reimbursed up to a value of £120 for those travelling 250 miles or more
- ♦ For examiners staying overnight with family/friends an allowance of £30 is available, for those travelling 250 miles or more. Please include a note/email from your hosts to this effect (including their name, address, and date)

SUBSISTENCE

- ♦ The reasonable cost of meals up to a value of £20

MISCELLANEOUS

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

IMPORTANT:

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 scan and email all your receipts and this form to researchdegrees@kcl.ac.uk) 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 regards to this. Please also note that any costs relating to Visa's will not be covered by the Research Degrees Examinations team.

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