**UNIVERSITY OF GLASGOW**

External Examiner (Research Degrees) Fees and Expenses Claim Form

**Return this completed form to:** mvls-gradschool@glasgow.ac.uk

***Examiner Personal Details:***

|  |  |
| --- | --- |
| **Full name inc title** |  |
| **Date of Birth (DD/MM/YYYY)** |  |
| **UK NI Number** |  |
| **Email Address** |  |
| **Postal Address** **(Including full postcode)** |  |
| **Country** |  |

***Candidate / Examination Details:***

|  |  |
| --- | --- |
| **Name of Candidate:** |  |
| **Programme of Study[[1]](#footnote-1):** |  |
| **School:**  |  |
| **College:** |  |
| **Date of Examination:** |  |

***Bank Details (UK personal bank accounts only)***

|  |  |
| --- | --- |
| **Account Name (if different from above)** |  |
| **UK Bank Name** |  |
| **Bank Branch (if applicable)** |  |
| **Sort Code (6 digits)** |  |
| **Account Number (8 digits)** |  |

Attach a redacted copy of your **personal** bank details required to make payments **as supplied by your bank**.

This can be either:

• a pre-printed account pay-in slip,

• a copy of cheque (scored through) or,

• a partial bank statement (details visible, no financial information).

**\*\*\* IMPORTANT – your bank account evidence must show your name/bank account and sort code numbers \*\*\***

***Bank Details (non-UK bank accounts only)***

Attach your **personal** bank details required to make international payments **as supplied by your bank**.

This can be either:

• a pre-printed account pay-in slip,

• a copy of cheque (scored through) or,

• a partial bank statement (details visible, no transactional information).

Note – the bank account evidence must show your name/bank account and sort code numbers.

This should include IBAN and BIC/SWIFT numbers for EU accounts and a SWIFT and Routing Number for US accounts.

This information can also be found on statements or through on-line banking which you can print or scan and attach to this form. **Handwritten details cannot be accepted.**

Payment will be made in **GBP**, so it is important that you **check your bank can accept GBP payments**. If not, you will have to use an **intermediary bank** and must also provide details of the intermediary bank being used.

|  |  |
| --- | --- |
| **Account Name (if different from above)** |  |
| **Bank Name** |  |
| **Bank Address**  |  |
| **Country** |  |
| **Beneficiary's SWIFT Code / BIC Code** |  |
| **Beneficiary's IBAN / Account No.** |  |
|  |  |
| **Canada Only - 5-digit transit code & 3 digit bank code** |  |
| **Australia Only - 6-digit BSB number** |  |
| **China (supplier only) CNAPS code if paying in CNY** |  |
|  |  |
| **Intermediary Bank details (if required)**  |  |
| **Swift code** |  |
| **Bank account/IBAN no** |  |
|  |  |
| **Your local currency** |  |

**\*\*\* IMPORTANT – your bank account evidence must show your name/bank account and sort code numbers \*\*\***

Complete expenses below if applicable.

If not scroll to the end to sign and date.

**Expenses related to the Examination**

Detail your expenses and provide clear images of your receipts to claim expenses.

**Guidelines for the Repayment of Expenses:**

1. Expenses within guidelines are repaid in full. Examiners are asked to cover and reclaim expenses, providing all receipts with this form.
2. External Examiners may claim travel expenses to cover their transport between their normal place of residence and the University of Glasgow (or, if the examination is held elsewhere, the location of the examination) as outlined below:
	* Rail: Claims may not exceed the return fare at the best pre-booked standard rate available between the Examiner's normal place of residence and Glasgow (or the examination location, if held elsewhere). Tickets should be for second class travel.
	* Car: Travel expenses may be claimed at the rate of 45p per mile up to 10,000 miles and 25p per mile thereafter.
	* Taxi: Short taxi journeys may be claimed, e.g., taxi from Glasgow Airport, central Glasgow train stations or other journeys where it would not be reasonable to take public transport. Examiners may ask the Graduate Schools to book local taxis on their behalf.
	* Air: External Examiners from outside the UK and those from certain parts of the UK may claim return economy airfares. It is the responsibility of the Graduate School to seek pre-authorisation for expenditure from relevant budget holders.
3. Subsistence expenses may be claimed. For day travel, there is a £20 maximum and for overnight stays a £60 maximum.
4. Claims may be made for any reasonable expenses incurred by an Examiner in the undertaking of their duties: e.g., costs of postage, printing, and the typing of reports.
5. No payments may be made in respect of a day or night on which an Examiner's absence from his or her normal place of residence is unnecessary.

**Please summarise your expenses below and return copies of receipts with this form:**

|  |  |
| --- | --- |
| Expense Type | Claim Amount (in GBP) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

Please use one of the following expense types:

* *Travel*
* *Subsistence*
* *Accommodation*
* *Stationery*
* *Other*

Where ‘other’ is selected, please ensure that this is an expense for which the University can provide reimbursement.

**Sign and date the declaration below**

**Self-Employment Declaration for Research Degree Examiners**

**I acknowledge and declare that:**

* I am not currently employed by the University of Glasgow in any capacity.
* I will be wholly responsible for any liability and payment of tax arising from these payments.
* I will abide by University of Glasgow policies including but not limited to those governing health and safety and dignity at work and comply with reasonable requests as regards compliance with such policies.
* I consent to the holding and processing, both electronically and manually, of my personal data for the purposes of the administration purposes and for compliance with applicable laws.
* I have obtained any licences or consents required for the use of third-party materials in the provision of the Services.
* I will keep confidential now and in the future all matters relating to the University of Glasgow, its research, its students, and its business except insofar as those matters are already in the public domain.
* This appointment for services does not confer on me any right to sick pay or holiday pay, or any other employment or workers’ rights.
* This appointment is terminable by the University of Glasgow on seven days written notice.

**Claimant Signature:**

**Date:**

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1. Fees: MSc by Research (£125); Doctoral degrees (PhD/EdD/EngD/other) (£200); MD and other Higher Degrees by Research (£250) [↑](#footnote-ref-1)