|  |  |
| --- | --- |
|  |  |

**IMPORTANT:** This form is exclusively for use by **external examiners** **of higher degrees by research** to record payments due for fees and out of pocket expenses into a **personal** bank account.  
  
**Please read the accompanying** [**expenses notes**](https://www.sheffield.ac.uk/media/29571/download?attachment) **before completing this form.** Fees, including out of pocket expenses, are typically paid within six weeks of receiving the form, provided all supporting documents have also been submitted.

**CLAIM FOR FEE AND EXPENSES BY AN EXTERNAL EXAMINER: HIGHER DEGREE BY RESEARCH**

|  |  |  |
| --- | --- | --- |
| **APPOINTMENT DETAILS**  *(provided in your appointment documentation and examiners’ reports)* |  | |
| Name of Examiner: | Examiner’s Institution: | |
| Name of Candidate: | Candidate’s Registration No: | |
| Candidate’s Department: | Candidate’s Qualification Aim: | |
| **PAYMENT DETAILS - PLEASE COMPLETE IN ALL CASES** | | |
| **Payments will be made directly into your bank/building society account.  Please note this form cannot be used to claim payment into business or institutional accounts.** | | |
| Examiner Home Address: | | Email address: |
| Contact Telephone Number: |
| **BANK ACCOUNT - PLEASE COMPLETE IN ALL CASES** | | |
| Account Holder Name: | | Bank Name: |
| Sort Code: | | Branch Address: |
| Account Number: | |
| **ADDITIONAL INFORMATION FOR ALL OVERSEAS ACCOUNTS** | | |
| **Proof of bank details is required for payments into non-UK bank accounts. Holders of non-UK accounts must also attach a headed document from their bank to confirm their bank details.** | | |
| IBAN Number (compulsory for non-UK EU bank accounts) | | SWIFT Number/BIC Number (if applicable) |
| Bank Code Number (e.g. ABA routing code, Canadian transit, BSB): | | Account Currency: |
| Please note that the University trades primarily in GBP (£), USD ($), and EUR (€).  If your account **is not** in one of these currencies, please indicate your preferred currency: GBP (£) / USD ($) / EUR (€) | | |

|  |  |  |
| --- | --- | --- |
| **CLAIM SUMMARY** | | |
| To claim a fee only, please complete the sections above and **sign overleaf** with no details of out-of-pocket-expenses. | | |
| **GL Code** 61809  **Source** 302613 | **FEE:** | **£** |
| If you do not know the fee, leave blank and it will be added for you | | |
| **GL Code** 61809  **Source** 302614 | **EXPENSES:** | **£** |
| If you did not incur any expenses, leave blank. The fee and expense amounts must be kept separate. Please do not add them together. | | |

**FOR RESEARCH, PARTNERSHIPS AND INNOVATION STAFF ONLY – NOT FOR EXAMINER USE**

|  |  |
| --- | --- |
| I confirm that the fee level is correct, funding is available, and that the work has been effectively undertaken and satisfactorily completed: |  |

**Please turn over**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAVEL EXPENSES (*excluding car travel – see below*)** | | | | | |
| **External examiners are asked to travel by Standard Class rail wherever possible. First Class will only be reimbursed if where reason is provided and agreed with Research, Partnerships and Innovation in advance of making a reservation (**[**pgr-enquiries@sheffield.ac.uk**](mailto:pgr-enquiries@sheffield.ac.uk)**). If travelling from outside the UK, air travel should be agreed with Research, Partnerships and Innovation in advance of making a reservation (**[**pgr-enquiries@sheffield.ac.uk**](mailto:pgr-enquiries@sheffield.ac.uk)**).**  **Research, Partnerships and Innovation reserve the right not to pay unapproved or excessive travel costs.** | | | | | |
| DATE | FROM | | TO | | COST |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| MILEAGE EXPENSES CAR (45p per mile) BICYCLE (20p per mile) MOTORBIKE (24p per mile) | | | | | |
| DATE | | FROM | TO | NO. MILES | TOTAL COST |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ACCOMMODATION EXPENSES | | | |
| Accommodation costing in excess of £150 should be agreed with Research, Partnerships and Innovation in advance of booking (pgr-enquiries@sheffield.ac.uk). We reserve the right not to pay unapproved accommodation costs. | | | |
| DATE | PLACE | NO OF NIGHTS | COST |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **OTHER OUT-OF-POCKET EXPENSES (e.g. meals and refreshments)** | | |
| **The University will pay the cost of meals while the examiner is delivering the examination services up to a**  **maximum of £50 (where an evening meal and lunch are both required). The University does not pay for alcoholic drinks or discretionary tips. Itemised receipts must be provided. Credit card slips may not be used to support expenses.** | | |
| DATE | ITEM(S) | COST |
|  |  |  |
|  |  |  |
|  |  |  |

Please check to confirm that the bank details you have provided are those of your **personal account**. ◻

*I confirm that I incurred all out-of-pocket expenses recorded above while examining for the above-mentioned Higher Degree (Research).*

Signature of examiner …………..................................………. Date .........................................................

Please send a good quality scanned copy of the completed, signed form and receipts to pgr-enquiries@sheffield.ac.uk. **Claims returned to other email addresses cannot be promptly processed.**

Itemised receipts **must** be provided to support the expenses. Please note that it will not be possible to process expenses if not accompanied by supporting evidence. For full details, please read the accompanying [expenses notes](https://www.sheffield.ac.uk/media/29571/download?attachment).

We advise retaining a copy of the scanned form and receipts for tax purposes. Fees (and any out-of-pocket expenses) are typically paid within six weeks of receiving the form, provided all supporting documents have also been submitted.

|  |
| --- |
| **SELF-EMPLOYED STATUS** |

Please note that under HMRC regulations, the University is engaging you as an independent, self-employed service provider and not as an employee. The University will pay the agreed fee, including out-of-pocket-expenses, as a single sum to your bank account with no deduction for income tax or National Insurance Contributions (NICs). It is your personal responsibility to disclose the fee income to HMRC (or your country’s tax authority)and to pay associated income tax, NICs, or other tax liabilities.