# LSE PhD Academy: Examiners’ fee claim and expenses

Examiner’s Details

**NB:** If you are a UK examiner, your fee payment will be processed by the LSE Payroll team. This means that the PhD Academy will pass information regarding your national insurance number and date of birth to the LSE Payroll team.

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| **All examiners** |
| Examiner name |  |
| Examiner legal sex |  |
| Examiner email address |  |
| Name of candidate examined |  |
| Date of examination |  |
| Bank/Building Society name and address |  |
| Home address[[1]](#footnote-2) |  |
| Date of birth |  |
| National insurance number*If not applicable, please write ‘N/A’* |  |

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| **UK bank accounts***If you are not requesting payment to a UK bank account, please write ‘N/A’ in each cell below.* |
| Account number |  |
| Sort code |  |

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| **All other bank accounts***If you are not requesting payment to a non-UK bank account, please write ‘N/A’ in each cell below.**If you are requesting payment to a non-UK bank, please enter all the information you have below.* |
| Account number |  |
| IBAN |  |
| SWIFT code/routing number |  |

Notes on claiming expenses

The fee for a PhD examination is £200. The fee for a re-examination without a viva is £150. The fee for a re-examination with a viva is £200. If you are based in the UK, we are obliged to deduct tax as instructed by HMRC.

Expense claims can only be made by non-LSE staff. LSE staff acting as examiners, including whilst on sabbatical, cannot claim expenses at part of the viva process.

Claims for expenses incurred during School business must be in accordance with the School’s Financial Regulations, and must be submitted within 6 months of the date on which the expenditure was incurred. All claims must be supported by an appropriate receipt or voucher. Claims that do not meet the requirements of the School’s Financial Regulations may be rejected.

The general principles of reasonableness, economy, efficiency and sustainability should be borne in mind in relation to travel, hotel and meal costs.

The following will apply to any travel and subsistence claims. Where these conditions are not met, a claim may be rejected. If a claim is likely to fall outside of the limits set out below, please contact the PhD Academy, Phdacademy@lse.ac.uk, in advance of incurring any expenses.

Travelling by plane

In line with the LSE’s sustainability agenda, the PhD Academy encourages examiners to undertake less carbon-intensive forms of travel wherever possible. Flights originating and landing within Great Britain will not be reimbursed, and examiners travelling to the School from Europe are encouraged to travel by train wherever this is feasible.[[2]](#footnote-3) The maximum total claim for travel by plane will be £250.[[3]](#footnote-4)

Travelling by train

You should always seek the cheapest possible ticket for any journey.Accordingly, it is assumed the examiners will travel by economy or second class. Higher classes of train travel can be claimed only in cases where it can be proven that this will be cheaper than other train travel classes.

* For return train journeys within Great Britain, a maximum of £250 can be claimed for the full cost of the ticket/s.
* For return train journeys into Great Britain from outside the UK, a maximum of £500 can be claimed for the full cost of the ticket/s.

Travelling by car

Where you may need to make a claim for mileage using your own car, please be aware that mileage is paid at 55p per mile. Please contact the PhD Academy in advance for further guidance.

Travelling by taxi

As examiners are expected examiners to use public transport when travelling within London and into London, taxi fares cannot be claimed. The cost of travel via Transport for London services and coach services[[4]](#footnote-5) can be claimed.

Accommodation

A maximum of one night’s accommodation in a UK hotel can be claimed, up to a maximum of £250. Any additional nights’ hotel accommodation will not be reimbursed unless you have gained agreement from the PhD Academy in advance.

Subsistence

Reasonable subsistence claims for non-LSE examiners will be reimbursed. This would usually be within the recommended maximum of:

* £20.00 for part of a day including lunch;
* £30.00 for part of a day including dinner;
* £50.00 for part of a day including lunch and dinner.

**Please note**: Claims for alcohol will not be reimbursed.

# Details of expenses if incurred

We are unable to reimburse expenses that do not meet the School’s Financial Regulations. Therefore, please ensure you have read the notes on this form before submitting your claim.

Please list each item of expenditure below and attach a receipt for each – we cannot reimburse expenses without an accompanying receipt. Scanned/electronic versions of the receipt should be emailed, along with this form, to phdacademy@lse.ac.uk.

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| **Travel** |
| Departure station/airport (please provide airport code) | Arrival station/airport (please provide airport code) | Start Date | Return Date | Travel mode (e.g. flight, train, car, bus/coach) | Travel class (if not applicable, please enter N/A) | Cost (£) |
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| **Accommodation and subsistence** |
| Meal | Venue | Date | Cost (£) |
| Hotel |  |  |  |
| Lunch |  |  |  |
| Dinner |  |  |  |
| *Total cost of expenses claimed* |  |
| Your expenses will be reimbursed in pounds sterling. If you wish it to be paid in another currency please indicate here. |  |
| Claimant’s signature if not sending form by email*Scanned signatures not necessary, typed signatures permitted.* |  |

Late updated: January 2023

**End of form**

**Review schedule**

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| **Review interval** | **New review start date** | **New review due by** |
| 1 year | March 2023 | April 2023 |

**Version history**

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| **Version** | **Publication date** | **Approved by** | **Notes** |
| 22-23.01 | Unknown | Research Degrees Sub-Committee | Extant claim form. |
| 23-24.01 | 18/10/22 | Research Degrees Sub-Committee (details agreed by Chair’s action) | By plane: Change from ban on any claims for flights, to a ban on claims for flights originating and landing in Great Britain. Claims for other flights now permitted up to a maximum of £250, normally only where neither the journey to or from the School can be accomplished by train within eight hours. [*Subsequently removed – see version 1.2*].By train: Change from single maximum claim amount (£250) to difference maximum claim levels based on origin - up to £250 in total for UK train travel, and up to £500 in total for train travel to and from the UK from elsewhere.By car: Change in the permitted per-mile fuel claim (increased from £0.45 up to £0.55).Accommodation: Change in the maximum permitted claim (increased from £200 up to £250).Subsistence: Change in maximum permitted claim levels. Lunch – increased from £15 up to £20. Dinner - increased from £25 up to £30. Lunch and dinner (increased from £40 up to £50). |
| 23-24.02 | 09/01/2023 | Research Degrees Sub-Committee | Removal of the requirement for examiners to travel by train where the journey to or from the School can be accomplished by train within eight hours. Change to apply to all examinations and claims yet to be completed. |
| 24-25.01 |  |  | Payroll requires home address to be supplied on the form to send out payslips to – added this in. |

**Contacts**

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| **Query type** | **Contact** | **Email** |
| Operational/submission of claims | PhD Academy, Research Degrees Management Team | phdacademy@lse.ac.uk |
| For policy queries | Peter Mills | p.b.mills@lse.ac.uk |

**Communications and Training**

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| **Query** | **Answer** | **Notes** |
| Will this document be publicised through internal communications? | Yes/No | By email to all current Doctoral Programme Directors and programme managers from phdacademy@lse.ac.uk. |
| Will training needs arise from this document? | Yes/No |  |

1. LSE payroll requires this information to send a payslip to pay recipients. Payments cannot be processed without this information. [↑](#footnote-ref-2)
2. Flights from Northern Ireland into Great Britain are permitted if the examiner is normally based in the Republic of Ireland or Northern Ireland. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. This is a total amount, applicable whether flights are booked as return or single tickets. Eligible coach services include the Gatwick Express, Heathrow Express and Stansted Express. If you would like to travel using another service, please contact phdacademy@lse.ac.uk in advance. [↑](#footnote-ref-5)