THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

**External Examiners’ Expenses Claim**

*Please return the completed form to* [*Tqaro.External.Examiners@lse.ac.uk*](mailto:Tqaro.External.Examiners@lse.ac.uk?subject=Expense%20Claim%20Form)*. You should attach scans/photos full supporting documentation, such as hotel and travel receipts. Please note that we may ask you to send originals at a later date if there are any issues with electronic evidence.*

**Name –**

**Email –**

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| **List of expenses incurred (Please attach receipt(s))** | **Amount (£)** |
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| **Total:** |  |

**Your expenses will be paid directly into your bank account (using the details you have previously provided).**

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| **Signature of claimant:** | **Date:** |

For office use only

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| **Approved by:**  **SIGNATURE**  **NAME**  **Head of Teaching Quality Assurance and Review Office** | **Date:** |

LSE Expenditure code:  
**107656.O.000.1015.1352.33017** (travel)  
**107656**.**O.000.1015.1352.33001** (accommodation)