

# Fees, Travel and Subsistence for Research Degree Examiners

## General information about allowable expenses

### Internal Examiners

Internal examiners may not claim travel or subsistence expenses on their own behalf unless their normal place of work is away from Oxford. In this case, please email: [researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk) for advice. Out of pocket expenses, or amounts relating to entertainment of the external examiner, may be claimed by internal examiners (in line with the limits set out below) via SAP Concur. **Itemised receipts must be submitted for all amounts claimed.**

Examiners on the University of Oxford payroll will not be issued an examiner payment form; the appropriate fee will be paid automatically via payroll after the viva has been held. These payments are processed monthly and will be included in your payslip (listed as 'retainer') either for the current or following month, depending on the date of the viva.

### External Examiners

Persons formally designated as External Examiners for Research Degrees shall be reimbursed for travel and subsistence expenses associated with carrying out their specified duties for the University, subject to the following rules:

- All claims for travel and subsistence expenses in respect of external examiners must be submitted on form GSO.10, which will be sent via email on the day of the viva;
- Actual travel expenses may be claimed upon presentation of full details, including receipts for all items (including any travel tickets);
  - Car mileage may be claimed at 45 pence (£0.45) per mile;
  - Air Travel (economy class);
  - Rail travel (2nd class).

Subsistence expenses for overnight stays may be claimed only upon presentation of actual receipts in support of the claim, subject to the following maxima:

#### **OVERNIGHT STAY (INCLUDING ALL MEALS\*) = £150.00**

\* it is not necessary to have meals in the place of accommodation, unless the accommodation charge is inclusive of such meals.

Subsistence expenses for visits that do not include overnight stays may be claimed on the following basis:

No overnight stay, but time spent in Oxford and in transit <b>exceeds</b> 10 hours	The actual cost of two meals (subject to a £20 maximum per meal)
No overnight stay, but time spent in Oxford and in transit is <b>up to</b> 10 hours	The actual cost of one meal (subject to a £20 maximum)

### Examiner Payment Form

An examiner payments form will be issued to all external examiners (and any internal examiners not on payroll) on the day of the viva, and will be pre-populated with the relevant fee for the examination. This form should be completed on all pages, with a full total for costs claimed provided on the table on the first page. It must include your National Insurance number (or nationality if non-UK) and must be signed and dated on the final page.

If you are claiming expenses, they should be listed, and a receipt included for every item.

You must provide your bank details for payment. You will be paid by bank transfer into the account for which details are provided. Payments can only be made to individuals (ie not to companies), and may not be made to anyone other than the person in whose name the form has been issued.

If you require a replacement form, have any queries regarding the way in which the form should be completed, or questions about what may be claimed as a legitimate expense, please contact the Research Degrees Team via [researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)