

## **Guidance notes for completing claim forms**

Dear examiner,

Two claim forms are associated with the thesis that you are examining – one is to claim your examiner fee (as stated on your letter of appointment) and one is to claim back expenses associated with the examination (e.g. travel). Please make sure that forms are completed fully and correctly to avoid delays in processing your payment; if you are claiming both your fee and expenses, then both forms must be completed.

Please note that forms are amended/updated regularly, so please request these forms from us ([researchadmin@glos.ac.uk](mailto:researchadmin@glos.ac.uk)) or download them from our examiner webpage (<http://www.glos.ac.uk/research/pages/resources-for-examiners.aspx>) only when the examination is complete and you are ready to make your claim. Forms need to be received by us within 2 months of the work taking place unless there are exceptional circumstances.

### **Fee claim form**

Please ensure that you:

- sign the form (typed names cannot be accepted)
- state the name of the student you examined in “details of work undertaken”
- provide copies of documents requested on page 3 (if you bring the originals with you to the viva we can take copies); please note that we cannot accept driving licences as evidence of right to work in the UK

### **Expenses claim form**

Please ensure that you:

- sign the form (typed names cannot be accepted)
- attach original receipts for expenses claimed

Please note that external examiners can claim mileage at the higher staff rate of 45p/mile.

Your complete paperwork should be returned to:

Sharon Brookshaw  
Research Administration Office  
University of Gloucestershire  
CW204 Park Campus  
Cheltenham  
GL50 2RH