

**REGULATIONS GOVERNING EXTERNAL EXAMINERS' FEES & EXPENSES
FOR RESEARCH DEGREE AWARDS**

The University will reimburse expenditure in accordance with the maximum rates specified below. The University reserves the right to amend or withdraw this policy at any time, at the discretion of the Executive Leadership Team. All expenses claims are subject to the University's normal audit procedures in accordance with its financial regulations.

With the exception of mileage claims, reimbursement will only be paid on production of receipts for all items. In most cases, credit card slips do not contain this information and **are not** acceptable, and therefore other receipts must be supplied. All claims must be submitted on the appropriate form to Doctoral Academy for certification and approval.

In accordance with HMRC guidance, external examiners for doctorates are considered as self-employed (off payroll).

The University will not deduct tax from payments made. External Examiners will need to make their own arrangements.

All claims for fees and expenditure must be submitted on the eDoc platform. Notification to complete the external examiner payment and expenses claim on eDoc will be sent after the Examination Outcome Report has been approved by Research Degrees Board.

In the case of examinations taking place outside of the eDoc platform, a Fee and Expense Claim form will be sent to the external examiner by the Doctoral Academy. Forms should be signed by the external examiner before being forwarded to the Doctoral Academy for certification and approval.

The current platform used by LJMU to make international payments does not allow for payments to be routed via an intermediary bank. Only direct payments can be facilitated.

Fees

The current fees for research degree examining are:

£203 for a PhD/Professional Doctorate examination

£132 for an MPhil examination

These rates are reviewed annually. If a candidate is required to revise and resubmit a thesis for re-examination the appropriate fee is payable for the first examination and again for the re-examination.

External Examiner Expenses

1. *Travel by Road*

- 1.1 **Car mileage** will be reimbursed in accordance with the University's approved rate of 45p per mile.
- 1.2 **Hire vehicles.** The University will not reimburse external examiners for the cost of a hire.
- 1.3 **Taxis should** only be used in appropriate circumstances and for local journeys, for example between a home address and public transport links and between a University campus and public transport links. Receipts should be obtained for all journeys.
- 1.4 **Car parking.** Car parking fees paid during the course of external examiner duties will be reimbursed subject to the production of proof of expenditure. External examiners should endeavour to use free parking where possible.
- 1.5 **Fines – e.g., parking or speeding.** LJMU will not reimburse parking and speeding fines.

2. *Rail Travel*

- 2.1 **Rail travel** can be booked through the University. If an external examiner makes their own arrangements, reimbursement will be made subject to production of proof of purchase.
- 2.2 **First class travel costs** will not normally be reimbursed by the University. Requests for first class travel, for a specified exceptional reason, will be considered by the Doctoral Academy, on a case-by-case basis, and must be agreed in advance. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.

3. *Air Travel*

- 3.1 **International air travel costs** will not normally be reimbursed. Approval of external examiners living abroad will only be considered in exceptional circumstances. Such travel must be **approved in advance** by the Doctoral Academy. Any such travel approved will be at economy class only.
- 3.2 **Internal air journeys** should only be made where it is apparent that such travel results in either direct or indirect cost savings (e.g. hotel charges) or where there is no other practicable method of travel, or where other special circumstance apply (e.g. industrial action). Such travel must be approved in advance by the Doctoral Academy, and will be considered on a case-by-case basis. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed

4. *Overnight Accommodation*

- 4.1 External examiners traveling to and from the University within a distance of 80 miles are normally expected to do so without the need for overnight accommodation, unless they are required to attend the University for more than one day consecutively. A request for the reimbursement of accommodation expenses notwithstanding this requirement will be considered on a case-by-case basis, by the Doctoral Academy, provided any such request is submitted in advance of any visit. Please note, failure to agree such arrangements in advance may result in expenditure not being reimbursed.
- 4.2 Hotel accommodation may be arranged through the University. Hotel bookings, associated with attendance at a viva voce examination should be arranged via the relevant Faculty. If an external examiner makes their own arrangements, reimbursement will be made subject to production of proof of purchase. A list of hotels with which the University has special arrangements can be provided. The cost of all facilities should not exceed £120.
- 4.3 The University is unable to repay any telephone, newspaper or gratuity costs incurred during overnight stays.

5. *Meals and subsistence*

- 5.1 Reasonable costs of meals and refreshments incurred by External Examiners traveling to the university will only be reimbursed on production of itemised receipts. The maximum amount payable will be:
 - £8 for breakfast,
 - £10 for lunch,
 - £25 for dinner.Those rates cannot be merged to form a daily allowance.
- 5.2 Where the cost of breakfast is included in the price of a B&B or hotel, additional breakfast costs should not be claimed.
- 5.3 Alcoholic beverages are expressly excluded from reasonable subsistence expenses.
- 5.4 The University will not provide reimbursement of tips. Where an automatic service charge is included in the cost of a meal then these costs will be reimbursed subject to the maximum rates. Any tips subsequently approved must be limited to 10% of the cost of the meal.

6. *Postage*

Where an External Examiner has incurred postage charges, e.g. on returning a thesis, these will be reimbursed on production of receipts.

7. *Requests to exceed maximum rates*

The University recognises that there may be exceptional circumstances when the maximum rates may need to be exceeded. In order for reimbursement to be considered, external examiners are asked to attach a covering letter to the claim form. This must be agreed and authorised by Doctoral Academy and the Finance Director.