**Faculty of [XXX]**

**Title: Summary sheet for PR PGR EE claim forms:**

**External Examiner for Postgraduate Research provision (non-staff) payments**

**From: Faculty Authorised Signatory for Research External Examiner payments [add name and contact details]**

**Date: [xxxx]**

**To: Payroll, People & OD Operations, 2nd Floor Simon Building or** **payroll@manchester.ac.uk**

Please find attached PR PGR EE forms for the following Research External Examiners. All individual forms have been checked and authorised as appropriate at Faculty level.

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Amount** |
| **1** |  |  |
| **2** |  |  |
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FAO HR Services: As Budget Holder I authorise the payment of the above expenses claims. **Please forward any queries on individual forms to the authorised Faculty signatory, not to me.**

Signed (Budget Holder): -----------------------------------------------------------------------

Print (Budget Holder): -----------------------------------------------------------------------

Date: -----------------------------------------------------------------------