

## **Guidance Notes for Claimants Using Form PR PGR EE (PGR External Examiners Fees and Expenses Claim Form)**

**SIGNATURE OF CLAIMANT:** Your signature as claimant is required on all claims. By signing this form you are declaring that the fees are being claimed in accordance with the University regulations and are in respect of fees wholly necessarily and exclusively incurred whilst engaged on business and that no other claim has been made to this or any other organisation for the fees claimed.

**WHAT TO DO WHEN CLAIM IS COMPLETED:** This claim must be passed to the School for whom the work is performed for approval and financial coding.

**The University, as a recipient of public funding, is required by its auditors to comply with certain procedures and to apply appropriate standards of economy. External examiners are respectfully requested to bear this in mind when reading the notes which follow.**

**Every effort will be made to reimburse expenses as soon as possible. The University will be assisted in this task if examiners will ensure that all relevant sections of the form are duly completed.**

Please submit original receipts (not copies) for every item of expenditure claimed on the form. Credit card vouchers or statements, copies of cheque stubs, booking orders or application forms do not qualify under this heading. All receipts should be securely stapled to the back of the claim form.

### **Travel, Accommodation, and Expenses**

The University will reimburse all reasonable travel and accommodation costs. If you would like us to arrange travel and accommodation on your behalf, please contact us at the address in your letter of invite with your travel and accommodation requirements and we will organise these on your behalf.

Examiners are requested to choose the least expensive travel fares available. Please note that the University will not reimburse first class travel unless this was cheaper than a standard class fare. The University will not normally meet the cost of air travel; examiners who have no alternative but to travel by air must seek prior approval for this from the Postgraduate Office. Gifts, tips and gratuities are not reclaimable.

If it is approved for you to travel by air to attend the oral examination, please also provide your passport number, expiry date, date of birth, and nationality which we will need to book your flights. If you wish to claim for any other expenses, please use the claims form attached. In order to insure that reimbursement for these expenses is made in full and without delay, you should note the following points:

1. All expenditure must be authenticated by enclosing original receipts. Credit card vouchers are not acceptable as evidence of expenditure. Please note that (as stated on the enclosed claim form) expenses will not be reimbursed unless supported by receipts for all expenditure.
2. It is important that you complete all relevant sections of the expenses form and that you sign the form before returning it. If you don't have a National Insurance Number, then please provide your date of birth so that the claim can be processed quickly.
3. It will not be possible to provide you with a cheque, but if the claim is in order, an electronic payment will be made on the 15<sup>th</sup> of the month.

Examiners should normally settle hotel bills themselves and reclaim the cost from the University. The University reserves the right to reduce claims for accommodation and meals which it considers excessive. The following hotels are convenient to the University and provide comfortable accommodation at reasonable cost; examiners are encouraged to make use of these hotels rather than more expensive city-centre hotels.

**Chancellors Hotel & Conference Centre**

Chancellors Way, Moseley Road, Fallowfield, Manchester, M14 6NN

Tel 0161 907 7414, Fax 0161 907 7415

Web : <http://www.chancellorshotel.co.uk/>

**Hotel Pendulum Weston Building**

Manchester Conference Centre

Sackville Street, Manchester, M1 3BB

Tel 0161 955 8000

Web: <http://www.pendulumhotel.co.uk/>

**Travelodge Manchester Upper Brook Street**

227 Upper Brook Street

Manchester

M13 0HB

Tel: 0871 984 6487, Fax: 0161 272 6367

Web: [www.travelodge.co.uk](http://www.travelodge.co.uk)

**Premier Inn**

Manchester City Centre (Portland Street)

The Circus, 112-114 Portland Street, Manchester, M1 4WB

Tel: 0871 527 8746, Fax: 0161 233 5299

Web: <http://www.premiertravelinn.com/pti/home.do>

**Willow Bank Hotel**

340 Wilmslow Road, Fallowfield, Manchester M14 6AF

Tel: 0161 224 0461, Fax: 0161 257 2561

Web: <https://www.bestwestern.co.uk/hotels/best-western-hallmark-hotel-manchester-willowbank-83809>

**Premier Inn Manchester Central**

Bishopsgate, 7-11 Lower Mosley Street

Manchester M2 3DW

Tel: 0871 527 8742, Fax: 0161 233 6000

Web:<http://www.premierinn.com/gb/en/hotels/england/greater-manchester/manchester/manchester-central.html>

In case of difficulty, or if advice is needed, please contact us at the address at the top of your letter of invite.