

## **Fees & Expenses payable to Postgraduate Research External Examiners**

**Fees:** The honorarium is £175 for each thesis examined

**Expenses:** We will reimburse expenses in accordance with the University's Policy as follows:-

A completed fee claim form, with breakdown of expenses (and copies of receipts), should be emailed after the examination to: [PGRExaminerExpenses@surrey.ac.uk](mailto:PGRExaminerExpenses@surrey.ac.uk)

*Reimbursement is made following receipt of all reports after the viva.*

**Thesis printing:** We despatch digital copy – but should you prefer to work from a hard copy, the Research Degrees Office can organise this to be sent to you. Please confirm your postal address by emailing [ResearchDegrees@Surrey.ac.uk](mailto:ResearchDegrees@Surrey.ac.uk) Alternatively, you can print from the digital copy yourself and claim back any out of pocket expenses.

### **Face-to-face Viva examinations:**

**Mileage:** 45p/mile.

*Receipts are required for all the following expenses:*

**Rail Travel:** Standard fares, unless cost of 1st Class is no higher than 2nd Class. Please book in advance to keep costs to a minimum.

**Taxis:** Where possible public transport should be used. If not possible due to timings of examination, taxi fares are acceptable. Note : Guildford train station is a short (10-15 minute) walk from Surrey University campus.

**Parking/Toll Charges:** Please try to use the most economical car park.

**Subsistence:** Reasonable expenses for meals/snacks/drinks during travel to / from Surrey University. As a guide: Breakfast: £15, Lunch: £15, Dinner: £30. *Subsistence is only re-imbursed for the external examiner, not additional diners.*

**Air travel: (economy)** Air travel is not permitted where the destination is reachable by train in under 5 hours. If booking yourself, please use the airline offering the cheapest fare (ie EasyJet over B.A.). If this means flights are at unsociable hours or unrealistic for onward travel, a more expensive ticket with suitable timings will be permitted.

Your Surrey University departmental Admin contact can also book and pay for flights for you, using our travel partner “Egencia”.

**Accommodation:** 1 night. If flight times dictate, we will cover 2 nights. Surrey's departmental Admins can reserve for you. If booking yourself, we suggest the following local hotels:

1/ Hotel Mandolay, Guildford, Tel: 01483 303030 / [www.mandolay.com](http://www.mandolay.com)

2/ Angel Hotel, Guildford High Street. Tel: 01483 564555 / [www.angelpostinghouse.com](http://www.angelpostinghouse.com)

3/ Holiday Inn (IHG hotels), Egerton Road Guildford / Tel: 0371 942 9036 \*

*\* Note: please check if your booking includes car parking at the Holiday Inn - it often does not. Car parking is charged at £8 per day and can be paid in the car park.*

*Expenses will not be covered where the timeframe falls outside of the 2-night allowance. If extended stays are for reasons of other Surrey University business, these may be covered separately by the student's supervisor or Department for which you are undertaking work. Prior approval should be sought from the department in order for them to process such expenses or examiners will be asked to cover their own costs.*

*The University appreciates that individual circumstances (eg: medical grounds or disability) may necessitate alternative methods, or class of travel. Please advise the RDO of this in advance: [ResearchDegrees@surrey.ac.uk](mailto:ResearchDegrees@surrey.ac.uk)*