|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| External Examiners Timesheet for Non-Taxable Fees | | | | |
| Guidance | | | | |
| Sections 1 to 4 should be completed by the External Examiner and returned to the initiating School/College once completed. You do not need to physically sign this form, simply type your name in the signature box. Any incomplete forms and missing attachments could delay payment. Receipts should be attached for any expenses incurred.  School/Departments should follow the guidance on [External Examiner Payments](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-to-External-Examiners(1).aspx) prior to submitting a payment request. This form only covers the payment of “non-taxable” fees which are due to be paid by Accounts Payable. Taxable expenses and fees should be submitted to Payroll Services using the [External Examiners Timesheet (96b) for Taxable Fees and Expenses Timesheet](https://www.ed.ac.uk/human-resources/a-to-z-of-forms). The initiating School/College should retain a copy of this form.  If you require this document in an alternative format please contact Finance via email [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk) | | | | |
| Name of Candidate: |  | | Date of Viva: |  |
| College: |  | | Course: |  |
| Section 1: External Examiner information | | | | |
| External Examiner Name (full including title): | |  | Email Address: |  |
| Home address: | | Address line 1:  Address line 2:  Address line 3:  Postcode: | Gender (tick): | Female  Male |
| College | |  | Course: |  |
| Period from (dd/mm/yyyy): | |  | Period to (dd/mm/yyyy): |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 - Examiners Bank Account Details –** \*please note, this form is to be used only when fees are to be paid to you personally. If any part of the claim is to be paid back to your Employer/Institute an invoice must be submitted to the address below. | | | | | | | |
| Name on Account: | |  | | Name of Bank: | | |  |
| Branch address: | | Address line 1: Address line 2: Address line 3: Postcode: | | Account No: | | |  |
| Sort Code: | | |  |
| For overseas IBAN: | |  | | BIC/SWIFT: | | |  |
| **Section 3 - EXAMINATION DETAILS** | | | | MVM | | CSE | CAHSS |
| **Thesis examined (please tick as appropriate)  Fee is £175 or £130 for MScr)** | | | | PhD  MD  DSc  MPHIL  MScR  Other | | PhD  EngD  MPHIL  MScR  Other | PhD  EdD  MPhil  DPsych  MScR  Other |
| **Fee payment due** | | | | £0.00 | | | |
| **Section 4 - Declaration**: I certify that the Examiner Fees detailed above were incurred by me in connection with external examining for the University of Edinburgh. | | | | | | | |
| Signature: |  | | Date: | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 5: Costing Information - please refer to the** [**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspxhttps:/uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) | | | | | | | | | | | | | | | | | | | | |
| **Source of Funds** | | **% Split** | **Entity**  **(3 digits)** | | | **Fund**  **(6 digits)** | | **Cost Centre**  **(8 digits)** | | **Account (4 digits)** | | | **Analysis (6 digits)** | | **Portfolio**  **(8 digits)** | | **Product**  **(8 digits)** | | **Intercompany**  **(3 digits)** | |
|  | | **MANDATORY**  **% Split of the costing** | **MANDATORY Use the mapping tool** | | | **MANDATORY**  **Required to capture the type of funding the cost is attached to​** | | **MANDATORY**  **Organisational Unit (department)** | | **MANDATORY Use the mapping tool** | | | **Likely to always be zero but cross check against the mapping tool** | | **Likely to always be zero but cross check against the mapping tool** | | **Likely to always be zero but cross check against the mapping tool** | | **For cross charging to or from a subsidiary, cross check against the mapping tool** | |
| EXAMPLE | | 100% | 110 | | | 123456 | | 12345678 | | 0000 | | | 000000 | | 00000000 | | 00000000 | | 000 | |
| **Costing Split 1** | | % |  | | |  | |  | |  | | |  | |  | |  | |  | |
| **Costing Split 2** | | % |  | | |  | |  | |  | | |  | |  | |  | |  | |
| **Costing Split 3** | | % |  | | |  | |  | |  | | |  | |  | |  | |  | |
| Section 6: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspxhttps:/uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) | | | | | | | | | | | | | | | | | | | | |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | | | **Amount** | | | **Project number** | | **Task Number** | | | **Expenditure Type** | | **Expenditure Organisation** | | | | **Contract number** | | **Funding Source** |
|  |  | | |  | | | **MANDATORY**  **Use the mapping tool** | | **MANDATORY**  Use mapping tool or task 1 if unknown | | | **MANDATORY**  **Use the mapping tool** | | **Always University of Edinburgh** | | | | Take the first number set before the “-” in project number column | |  |
| *Example* | *GBP* | | | *100* | | | *1172081-117083* | | *1* | | | Select from drop down in the mapping tool | | *University of Edinburgh* | | | | *1172081* | | *Name of customer* |
| **Costing Split 1** |  | | |  | | |  | |  | | |  | |  | | | |  | |  |
| **Costing Split 2** |  | | |  | | |  | |  | | |  | |  | | | |  | |  |
| **Costing Split 3** |  | | |  | | |  | |  | | |  | |  | | | |  | |  |
| **Section 7: Authorisation - Verified and authorised by Head of School/Authorised Signatory -**  the above information has been verified and authorised by Head of School or Authorised Signatory | | | | | | | | | | | | | | | | | | | | |
| Authorised by: | | | | |  | | | | | | Date (DD/MM/YYYY): | | | | |  | | | | |