|  |
| --- |
| External Examiners Timesheet for Non-Taxable Fees  |
| Guidance |
| Sections 1 to 4 should be completed and returned to the initiating School/College. 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. School/Departments should follow the guidance on [External Examiner Payments](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-to-External-Examiners%281%29.aspx) prior to submitting a payment request. This form covers the payment of “non-taxable” fees 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). If you require this document in an alternative format, please contact Finance via email finance.helpline@ed.ac.uk |
| Name of Candidate: |       | Date of Viva: |       |
| College: |       |  Course: |       |
| Section 1: External Examiner information - (Please do not use any special characters i.e. accents, hyphens, apostrophes) |
| External Examiner Name (full including title): |       | Email Address (for BACS remittance): |       |
| Home address: | Address line 1:     Address line 2:     Address line 3:     Postcode:       | Gender (tick): | Female **[ ]**  Male **[ ]**  |
| 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. |
| Name on account (if different from external examiner name): |       |
| Bank/Building Society name: |       |
| Branch Address: |       |
| Account Number/Roll Number: |       | Sort Code: |       |
| IBAN: |       | BIC/SWIFT: |       |
| IFSC number or account type: |       | Routing or transit number: |       |
| **Section 3 - EXAMINATION DETAILS** | MVM | CSE | CAHSS |
| **Thesis examined (please tick as appropriate) Fee is £200 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 | Payment Currency (i.e GBP, EUR, USD) |       |
| **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 (DD/MM/YYYY): |       |

|  |
| --- |
| **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.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Currency** **(e.g GBP, USD, EUR)** | **Payment Amount**  | **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** |   **MANDATORY** | **MANDATORY**Use the mapping tool   | **MANDATORY**Type of funding the cost is attached to​  | **MANDATORY**Organisational Unit (department)  | **MANDATORY** Use the mapping tool  | Likely to always be zero - check the mapping tool | Likely to always be zero - check the mapping tool | Likely to always be zero - check the mapping tool | For cross charging to or from a subsidiary - check the mapping tool |
| *Example* | *GBP* | *100* | *110* | *123456* | *12345678* | *1234* | *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.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Currency** **(e.g GBP, USD, EUR)****MANDATORY** | **Payment Amount****MANDATORY**  | **Project number****MANDATORY** Use the mapping tool | **Task Number** **MANDATORY**Use mapping tool or task 1 if unknown | **Expenditure Type****MANDATORY**Use the mapping tool | **Expenditure Organisation**Always University of Edinburgh |
| *Example* | *GBP* | *150.00* | *1172081\_117083* | *1* | Drop down from mapping tool | *University of Edinburgh* |
| **Costing Split 1** |       |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 2** |       |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 3** |       |       |       |       |       |  *University of Edinburgh*  |
| Prepared by (used for approval route): |        | Date (DD/MM/YYYY): |        |
| **NOTE:** When requesting a payment to a UK bank account, any foreign currency claims should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling “including any charges”. If the claim is to be paid to an overseas account, the claim should be converted to the relevant currency for that account i.e. to make a payment to an account held in Germany claims should be paid in EUROS. Please refer to the [Guidance on Form Completion (including Currency List)](https://uoe-finance.ed.ac.uk/sites/default/files/2025-09/_1.docx) for details of the types of currency held in People and Money. You can use: [xe.com](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.xe.com%2F&data=05%7C02%7C%7Cd9cf67b61e774eef62dd08dc3967fdba%7C2e9f06b016694589878910a06934dc61%7C0%7C0%7C638448366003937588%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=VAgmSJ8WjygRkEYhCV0%2BgYvpEOdzPpLOsywhmjufvGE%3D&reserved=0) to convert the transaction, a copy of the conversion calculation must be attached to the claim. |