THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

**External Examiners’ Expenses Claim**

*Please return the completed form to Astrid Soiza at* *ssc.externalexaminers@lse.ac.uk**. You should attach scans/photos full supporting documentation, such as hotel and travel receipts. Please note that we may ask you to send originals at a later date if there are any issues with electronic evidence.*

**Name –**

**Email –**

|  |  |
| --- | --- |
| **List of expenses incurred (Please attach receipt(s))** | **Amount (£)** |
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| **Total:** |  |

**Your expenses will be paid directly into your bank account (using the details you have previously provided).**

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| --- | --- |
| **Signature of claimant:** | **Date:** |

For office use only

|  |  |
| --- | --- |
| **Approved by:****SIGNATURE****NAME****Head of Student Records Management** | **Date:** |

LSE Expenditure code:
**107656.O.000.1015.1369.33017** (travel)
**107656**.**O.000.1015.1369.33001** (accommodation)