Guidance for MPhil/PhD Examiners’ Fees and Expenses

Fees and expenses incurred in respect of examining work will be paid upon receipt of both your invoice and the completed MPhil/PhD Examiners’ Report forms.

MPhil/PhD Examiners’ Reports - The Preliminary Report should be returned to Student Administration prior to the viva. If it is resubmission without a second viva, then the preliminary report should be returned to Student Administration prior to conferring with your co-examiner. The Final Joint Report must be attached to the yellow Decision Report form and returned to Student Administration (PhD), Royal Holloway, University of London, Egham, Surrey TW20 0EX within two weeks of the oral examination.

Invoice - To ensure payment, please complete an invoice for your pre-determined fee (see appointment letter for fee) and any expenses incurred on the pro-forma provided. Please return it, together with any original expense receipts, to Student Administration. The invoice must include the amount claimed and the date of the MPhil/PhD exam, and be signed by yourself. Please note that it is your responsibility to report these earnings to the tax authority.

Guidance on completing the pro-forma invoice is included below. Any expenses claimed must be outlined in detail on the reverse of the invoice and should be supported by receipts, to be submitted with the invoice. Please take note of the guidelines on expenses as detailed below and on the claim form. Financial pressures prevent the College from being able to meet the excess on expenses incurred through departure from these guidelines (e.g. mode or class of transportation or subsistence costs).

Completing the MPhil/PhD Examiner Invoice Pro-forma

Address: Please give your full mailing address. This can be your work or home address.

Invoice number: When completing the invoice pro-forma, please create an invoice number as follows: your initials - the year - the number of the invoice (in case you submit more than one invoice per year) e.g. ABC-2015-001.

MPhil/PhD examiners’ fee: This figure is set by the College and is given to you in your invitation letter.

Name of candidate and Title of thesis: These can be found on your invitation letter.

Bank Details: Payment will be made by bank transfer, please be sure to include your bank details on the invoice.

Expenses: Please complete the reverse of the invoice to detail any expenses incurred. All expense claims should be supported by receipts. Please note that:

- Airfare (economy rates only) will only be paid for travel from Scotland, Northern Ireland or outside of the UK, unless otherwise pre-approved.
- Journeys made by rail should be at the standard class.
- Car mileage allowance is normally only paid for journeys where public transport is not available. If an entire journey is made by car, the College will pay standard return rail fares (and any additional expenses thus incurred) if cheaper, unless there are exceptional circumstances.

Subsistence:
- If you are away 5 – 10 hours, up to £5 may be claimed.
- If you are away 10 – 24 hours, up to £10 may be claimed.
- If you are away 24 hours+, up to £20 per day may be claimed.

- The maximum daily claim is £85 for accommodation.
- Exceptions to the travel and expenses policy, due to exceptional circumstances, may only be authorised by the Head of Student Administration.

Please Note: Payments will not be made until both the MPhil/PhD Examiners’ Reports and the invoice have been submitted.

If you have any problems or concerns relating to the invoice or payment, please contact the Student Administration:

Email: researchdegrees@royalholloway.ac.uk
Tel: 01784 41 4480