

Guidance on Completing the Visiting Examiners Invoice Proforma

Sub-Board: The full title of the Sub-Board can be found on your appointment letter.

Address: Please give your full mailing address. If you wish to receive payment by cheque, the cheque will be sent to the address indicated on your invoice. 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-2009-001.

Visiting Examiners Fee: This figure is set by the College and is given to you on your current year's appointment letter.

Expenses: Please complete the reverse of the invoice to detail any expenses incurred. Please note the following:

- Airfare (economy rates only) will only be paid for travel from Scotland or Ireland, 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 necessitated) if cheaper, unless there are exceptional circumstances.
- The maximum daily claim for accommodation and subsistence is £105, of which accommodation should not be more than £85.
- Original receipts should be submitted for all expense claims.
- Exceptions to the travel and expenses policy, due to exceptional circumstances, may only be authorised by the Head of Exams. A copy of this approval must be attached to the Expenses claim.

Bank Details: If you prefer to receive payment as a bank transfer, please be sure to include your bank details on the invoice. Otherwise, payment will be made by cheque and sent to the address given on the top of your invoice.

Please Note: Payments will not be made until the Visiting Examiners Report and Invoice have both been submitted.

To complete the Visiting Examiners Report, please download the template from <http://www.rhul.ac.uk/Registry/Examinations/index.html>, complete it, and email it to visiting-examiners@rhul.ac.uk

To complete the Invoice Proforma, please download the template from <http://www.rhul.ac.uk/Registry/Examinations/index.html>, complete it, and post it together with any original expense receipts to: Examinations and Research Degrees, Royal Holloway, University of London, Egham, Surrey TW20 0EX

If you have any problems or concerns relating to the invoice or payment please contact visiting-examiners@rhul.ac.uk.