Guidance for MPhil/PhD Examiners’ Expenses

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 confering 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 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-2008-001.

**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 if you are a Royal Holloway Examiner you can only claim expenses if the Viva is held at Bedford Square or Senate House.

- 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.
- The maximum daily claim is £85 for accommodation.

**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.

- 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