

MPhil/PhD EXAMINER INVOICE AND EXPENSES

Name:	Invoice number:
Address:	
Email:	

INVOICE	
Name of candidate examined:	Date of exam:
Thesis title:	
Description	Amount (£)
MPhil/PhD examiner fees	£ _____ . ____
Expenses incurred from attending MPhil/PhD exam (detailed on reverse)	£ _____ . ____
TOTAL DUE	£ _____ . ____

I have read and acknowledge the terms detailed in the 'Guidance on MPhil/PhD Examiners' Fees and Expenses' sheet accompanying this form

Signature:	Date:
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BANK OR BUILDING SOCIETY DETAILS

Name of bank: _____

Bank address: _____

Sort Code number: __ __ - __ __ - __ __

Account number: __ __ __ __ __ __

**This form should be completed and returned with the necessary receipts to Student Administration (PhD),
Royal Holloway, University of London, Egham Hill, Egham, Surrey TW20 0EX**

EXPENSES

Please note that all claims should be supported by FULL receipts.

Rail Fare (Standard Class) / Economy Airfare:

Airfares will only be paid for travel from Scotland, Northern Ireland or outside the UK, unless otherwise pre-approved.

Date(s)	Description	Amount claimed	
		£	p

Travel by Underground / Public Transport:

Date(s)	Description	£	p

Car Mileage Allowance:

For journeys where public transport is not available, a mileage allowance of 45p per mile may be claimed (up to the cost of the equivalent standard rail fare, unless there are exceptional circumstances).

Date(s)	Description	£	p

Car Parking at Railway Station / Airport:

Date(s)	Description	£	p

Accommodation:

For those away for 24 hours+, up to £85 per day may be claimed for accommodation.

Date(s)	Description	£	p

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.

Date(s)	Description	£	p

Postage and/or Telephone Expenses:

Date(s)	Description	£	p

Total expenses		
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