

Guidance for PGR examiner's fee and expenses

- Fees and expenses (if applicable) incurred in respect of examining work (including post-viva corrections) will be paid upon receipt of **both** your [invoice](#) and the completed [joint report forms](#).
 - To ensure payment, please complete and invoice for your pre-determined fee and any expenses incurred (if applicable). Please do not convert the invoice form to PDF. Return it together with any expense receipts electronically to doctoralschool@royalholloway.ac.uk.
 - Completing your invoice:
 - **Address and contact telephone number** – please give full mailing address. This can be either your work or home address.
 - **National Insurance Number** – if you are not based in the UK, please provide equivalent in your country of origin. Please note that it is your responsibility to report these earnings to the tax authority.
 - **Invoice number** – please create an invoice number as follows: your initials – year – number of invoice (in case you examine more than once for us within one year), e.g. ABC – 2022 – 001.
 - **Invoice date** – date you submit your invoice to us (it does not necessarily need to match the date of the examination).
 - **Candidate's name** - this can be found on your invitation and thesis dispatch email
- Examiner's fee:**
- £130 for Masters by Research
 - £175 for MPhil
 - £265 for PhD.
- **Bank details** – payment will be made by bank transfer. The banking details on your invoice should reflect those submitted when we set you up as a commercial supplier

To receive payment for the examination work, we will need to set you up on our Payments system. We ask you for this information once you accept our invitation to examine. If you haven't provided this information already, we need proof of your bank details (i.e. a header of a bank statement / screenshot of your online banking). We require something that lists your **name, home address, sort code** and **account number** (relevant international banking details if you are based overseas), so you can cover any other sensitive/personal information. Please feel free to send us this information in a password protected file, with notification of the password in a separate communication. For FAQs relating to the payment of expenses, please see <https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/examiners-payment-faq.pdf>.

If you wish to be paid via your university, please provide details of the university name, address, and account information on a headed document from the university

Please be aware that we cannot pay your invoice until you have been set up as a supplier.

- **Expenses (if applicable)** – please complete the reverse of the invoice to detail any expenses incurred. All expense claims should be supported by e-receipts.
 - **Travel** – please note that a maximum of £250 will be paid towards travel costs of examiners coming from the UK.
 - Airfare (economy rates only) will only be paid where this is the cheapest method of travel or for travel from Scotland, Northern Ireland or outside the UK, unless otherwise pre-approved.
 - Journeys made by rail should be at the standard class.
 - Car mileage allowance is paid at a rate of 45p per mile in accordance with the College's Travel and Subsistence Policy.
 - Taxi fares for short journeys will be reimbursed when supported by receipts and where other methods of transport are impractical. i.e from London, Heathrow
 - **Subsistence** – maximum which can be claimed:
 - Breakfast: £8
 - Lunch: £10
 - Dinner: £25
 - **Accommodation:**
 - The maximum daily claim is **£95** for accommodation in the local area and **£135** in central London.
 - Exceptions to the travel and expenses policy, due to exceptional circumstances, may only be authorised in advance of your claim by the Doctoral School Manager.
 - Reimbursement of accommodation will only be considered where the examiner is travelling substantial distance for either the night before an early viva or the evening following a late viva

If you have any problems or concerns relating to the invoice or payment, please contact the Doctoral School (doctoralschool@royalholloway.ac.uk)