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 the Doctoral School at doctoralschool@royalholloway.ac.uk prior to the viva. If it is resubmission without a second viva, then the Preliminary Report should be returned to doctoralschool@royalholloway.ac.uk prior to conferring with your co-examiner. The Decision Report Form, Final Joint Report Form and List of Amendments (if applicable) should be returned to the Doctoral School within two weeks of the oral examination.

**Invoice** - To ensure payment, please complete an invoice for your pre-determined fee (see invitation letter for fee) and any expenses incurred. Please return it, together with any expense receipts, to the Doctoral School. The invoice must include the amount claimed, your National Insurance Number or UTR number, and the date of the 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 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.

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 Examiner Invoice

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

**Invoice number**: When completing the invoice, 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-2017-001.

**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.

#### Travel

- 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 of 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.

Please note that a maximum of £250 will be paid towards travel costs of examiners coming from the UK.

#### Subsistence

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<tr>
<td><strong>Breakfast</strong></td>
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<td><strong>Lunch</strong></td>
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<tr>
<td><strong>Dinner</strong></td>
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**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 by the Head of the Doctoral School.

If you have any problems or concerns relating to the invoice or payment, please contact the Doctoral School.

**Email**: doctoralschool@royalholloway.ac.uk

**Tel**: 01784 276886

Hard copies of the invoice and receipts can be sent to Doctoral School, Royal Holloway University of London, Egham Hill, Egham, TW20 0EX.