

Guidance on Completing the Visiting Examiners Fees & Expenses Claim Form

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

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

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 no 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.

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

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

To complete the Claim Form please download the template from <http://www.rhul.ac.uk/Registry/Examinations/visiting-examiners.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 report or payment please contact:
visiting-examiners@rhul.ac.uk