

# VISITING EXAMINER FEES & EXPENSES CLAIM FORM



Any expenses claimed must be outlined in detail on the reverse of the form and should be supported by receipts, to be submitted with the claim form. Please take note of the guidelines on expenses as detailed on the guidance sheet. Examiners should return the completed claim form to:

Examinations and Research Degrees Office (VE), Registry (Crosslands Bungalow), Royal Holloway, University of London, Egham, Surrey TW20 0EX

Name:	Payroll Number:
Address:	
Email:	

Sub-Board:	Date of Sub-Board:
Visiting Examiner Fees	£
Expenses incurred from attending Exam Sub-Board, detailed on reverse	£
<b>TOTAL DUE</b>	£

Signature:
Date:

<b>EXAMS OFFICE USE ONLY</b>		
<i>Authorised by - Head of Exams &amp; Research Degrees:</i>	Name:	Date:
Signature:		
<b>Fee &amp; Expenses</b>		
<i>Web Requested &amp; Approved</i>	Date:	Exams Initials:

## Expenses

### Rail Fare (Standard Class) / Economy Airfare

(Airfares will be paid only for travel from Scotland and Ireland, unless otherwise pre-approved.)

Date(s)	Description	Amount Claimed	
		£	p

### Travel by Underground / Public Transport

Date(s)	Description		

### Car Mileage Allowance

(For journeys where public transport is not available, a mileage allowance by private car may be claimed of 45p per mile)

Date(s)	Miles		

### Car Parking at Railway Station / Airport:

Date(s)	Parking Fee		

### Subsistence/ Accommodation Allowances For Time Away over 5 hours:

**Time Away** between 5 & 10 hours: Up to £5

**Time Away** greater than 10 hours in one day: Up to £10

**Time Away** of 24 hours or greater: Up to £105 per 24 hour period

(of which, £85 is the maximum for accommodation costs)

Date(s)	Description		

### Postage and/or Telephone Expenses:

Date(s)	Description		

**TOTAL CLAIMED**

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