

Guidance B: for MPhil/PhD Examiners' Fees and Expenses (Royal Holloway Staff only)

IMPORTANT: If you are external to Royal Holloway you will need to read Guidance A and complete Form A.

Fees and expenses incurred in respect of examining work will be paid upon receipt of both your claim form and the completed PhD/MPhil Examiners' Report Form.

MPhil/PhD Examiners' Reports - The Preliminary Reports and the Final Joint Report must be attached to the yellow Decision Report form and returned to the *Examinations and Research Degrees Office (PhD), Royal Holloway, University of London, Egham, Surrey TW20 0EX* within two weeks of the oral examination.

Claim Form - To ensure payment, please complete the claim form for your pre-determined fee i.e. £150 for an MPhil / £200 for a PhD exam. A claim form is enclosed. Please complete it and post it, together with any original expense receipts, to the Examinations and Research Degrees Office. The claim form must include the amount claimed, the date of the PhD/MPhil exam and be signed by yourself.

Expenses will be paid via the college payroll system so please make sure you include your payroll number on the claim form. Please note, the usual payroll deadlines will apply.

Guidance on completing the claim form is included below. Any expenses claimed must be outlined in detail on the reverse of the form and should be supported by receipts, to be submitted with Form B. Please take note of the guidelines on expenses as detailed below and on the claim form. 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 MPhil/PhD Examiner Claim Form

MPhil/PhD Examiners' Fee: This figure is set by the College and is given to you on your invitation letter.

Name of student and Title of thesis: These can be found on your invitation letter.

Expenses: Please complete the reverse of the claim form to detail any expenses incurred. All expense claims should be supported by receipts. Please note that:

- Expenses cannot be claimed for viva examinations which take place at RHUL Campus, Egham. Please note, for viva examinations conducted away from RHUL Campus, only the cost from Egham/RHUL Campus to the examination location will be reimbursed. This is consistent with the HMRC guidelines.
- 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 incurred) if cheaper, unless there are exceptional circumstances.
- The maximum daily claim is £5 for subsistence (as per the college travel and subsistence policy).
- 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 both the MPhil/PhD Examiners' Reports and the Claim forms have been submitted.

If you have any problems or concerns relating to the claim form or payment please contact the Examinations and Research Degrees Office:

Email: researchdegrees@rhul.ac.uk

Tel: 01784 41 4647