

# FORM B



## MPhil/PhD EXAMINER ROYAL HOLLOWAY STAFF CLAIM FORM

IMPORTANT: Examiners external to Royal Holloway must complete Form A to claim expenses

Name: \_\_\_\_\_

Payroll Number: \_\_\_\_\_

### DETAILS OF CLAIM

MPhil/PhD student examined: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Location of viva – please tick as appropriate:  
Royal Holloway, Egham  Other (please specify)  \_\_\_\_\_

Thesis title: \_\_\_\_\_

Description	Amount (£)
MPhil/PhD Examiner Fees	£ _____ . ____
Expenses incurred from attending PhD/MPhil Exam (detailed on reverse) for vivas conducted away from RHUL only	£ _____ . ____
<b>TOTAL DUE</b>	£ _____ . ____

I have read and acknowledge the terms detailed in the 'Guidance on MPhil/PhD Examiners' Fees and Expenses' sheet accompanying this form

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Authorised by: ..... Name (Print): .....

Head of Examinations and Research Degrees Date:.....

	Centre	Fund	Expense	Amount
Account code (fees):	5503	0001	38503	
Account code (expenses):	5503	0001	38504	

This form should be completed and returned with the necessary receipts to the Examinations and Research Degrees Office (PhD), Royal Holloway, University of London, Egham, Surrey TW20 0EX

## EXPENSES

All claims should be supported by FULL receipts. Please note, expenses cannot be claimed if the viva is conducted at Royal Holloway Campus, Egham. 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.

		Amount claimed	
		£	p
Rail Fare (Standard Class):			

### Travel by Underground / Public Transport:

Date(s)	Description	£	p

### Car Mileage Allowance:

For journeys where public transport is not available, a mileage allowance of 40p per mile may be claimed (up to the cost of the equivalent standard rail fare, unless there are exceptional circumstances)

Date(s)	Description	£	p

### Car Parking at Railway Station / Airport:

Date(s)	Description	£	p

### Subsistence:

A maximum of £5 subsistence may be claimed (as per travel and subsistence policy).

Date(s)	Description	£	p

<b>Total expenses</b>		
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