

Guidance A: for MPhil/PhD Examiners' Fees and Expenses

IMPORTANT: If you are a member of Royal Holloway staff you will need to read Guidance B and complete Form B.

Fees and expenses incurred in respect of examining work will be paid upon receipt of both your invoice 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.

Invoice - To ensure payment, please complete an invoice for your pre-determined fee i.e. £150 for an MPhil / £200 for a PhD exam. An invoice pro-forma is enclosed. Please complete it and post it, together with any original expense receipts, to the Examinations and Research Degrees Office. The invoice must include the amount claimed, the date of the PhD/MPhil 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 pro-forma 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 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 Invoice Pro-forma

Address: Please give your full mailing address. If you would like payment by cheque, the cheque will be sent to the address indicated on your invoice. This can be your work or home address.

Invoice Number: When completing the Invoice Pro-Forma, 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-2008-001.

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.

Bank Details: If you would prefer to receive payment as a bank transfer, please be sure to include your bank details on the invoice. Otherwise, payment will be made by cheque and sent to the address given on the top of your invoice.

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

- Airfare (economy rates only) will only be paid for travel from Scotland or Northern 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 incurred) if cheaper, unless there are exceptional circumstances.
- The maximum daily claim is £85 for accommodation and £20 for subsistence.
- 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 invoice have been submitted.

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

Email: researchdegrees@rhul.ac.uk

Tel: 01784 41 4647