

FORM A



MPhil/PhD EXAMINER INVOICE

IMPORTANT: Members of Royal Holloway staff must complete Form B to claim expenses

Name:	Invoice Number:
Address:	
Email:	

INVOICE	
MPhil/PhD student examined:	Date of Exam:
Thesis title:	
Description	Amount (£)
MPhil/PhD Examiner Fees	£ _____ . ____
Expenses incurred from attending PhD/MPhil Exam (detailed on reverse)	£ _____ . ____
TOTAL DUE	£ _____ . ____

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

Signature:	Date:
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BANK OR BUILDING SOCIETY DETAILS

Name of bank: _____

Bank address: _____

Sort Code number: ____ - ____ - ____

Account number: _____

Please note: if you do not include your bank details, payment will be made by cheque

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

Please note that all claims should be supported by FULL receipts.

Rail Fare (Standard Class) / Economy Airfare:

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

Date(s)	Description	Amount claimed	
		£	p

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

Accommodation:

For those away for 24 hours+, up to £85 per day may be claimed for accommodation.

Date(s)	Description	£	p

Subsistence:

If you are away 5 – 10 hours, up to £5 may be claimed.

If you are away 10 – 24 hours, up to £10 may be claimed.

If you are away 24 hours+, up to £20 per day may be claimed.

Date(s)	Description	£	p

Postage and/or Telephone Expenses:

Date(s)	Description	£	p

Total expenses		
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