EXAMINER INVOICE AND EXPENSES

All fields excluding ‘For Doctoral School Only’ are required to ensure swift payment of invoice.
Please DO NOT convert this form to PDF

|  |  |  |
| --- | --- | --- |
| Name: |  | **For Doctoral School Only** |
| Address:Telephone number: |

|  |
| --- |
| **Purchase Order Number:**  |
| **Supplier ID:**  |
| **Goods received:** | **Invoice checked:** |
|  |  |
| **Authorised by:** | **Date:** |
|  |  |
| **Centre** | **Fund** | **Expense** | **Amount** |
|  |  |  | £ |
|  |  |  | £ |

 |
| Email:  |
| Invoice number: |
| National Insurance number: |
| Name of candidate examined: | Date of exam: |
|  |
| Description | Amount (£) |
| Examiner fees | **£** |
| Expenses incurred from attending exam (detailed on reverse) | **£**  |
| TOTAL DUE | **£** |
|  |  |
| Signature: | Date: |
| **Receiving bank account (Please ensure that this is the same one registered to our payment system)** |
| Bank Name and Address: |
| Account Holder : |
| Bank Account Number:  | Sort Code: |
| *Non-UK Accounts* |
| IBAN:(compulsory for non-UK EU bank accounts) | SWIFT/BIC: |
| BANK CODE NUMBER: (Eg ABA routing code: Canadian transit, BSB) |  |

EXPENSES

*Please note that all claims should be supported by electronic receipts. For further information, please see*

*[Examiner guide to expenses](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/guidance-for-the-payment-of-pgr-examiner-fees-and-expenses.pdf)*

 **[Rail Fare (Standard Class) / Economy Airfare](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/guidance-for-the-payment-of-pgr-examiner-fees-and-expenses.pdf)**[:](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/guidance-for-the-payment-of-pgr-examiner-fees-and-expenses.pdf)

 [Airfares will only be paid for travel from Scotland, Northern Ireland or outside the UK, unless otherwise pre-approved.](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/guidance-for-the-payment-of-pgr-examiner-fees-and-expenses.pdf)

 [Limit to be paid on travel within the UK - £250](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/guidance-for-the-payment-of-pgr-examiner-fees-and-expenses.pdf)

|  |
| --- |
| **Amount claimed** |
| **£** | **p** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Travel by Underground / Public Transport:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Car Mileage Allowance:**

A mileage allowance of 45p per mile may be claimed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Car Parking at Railway Station / Airport:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |

**Accommodation:**

For those away for 24 hours+, one night at £95 may be claimed for accommodation in the local area or £135 for a viva being held in Central London**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |

**Subsistence:**

Maximum which can be claimed: £8 for breakfast, £10 for lunch, £25 for dinner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Postage and/or Telephone Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Total expenses** |  |  |