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** |  |  |
|  |  |  |  |
|  |  |  |  |
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**Travel by Underground / Public Transport:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
|  |  |  |  |
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**Car Mileage Allowance:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Description** | **£** | **p** |
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**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** |
|  |  |  |  |
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**Postage and/or Telephone Expenses:**

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

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