



Registry

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EXAMINERS FEES PAYMENTS AND EXPENSES CLAIMS INFORMATION

Fees

The fee offered for the examination of a PhD/DrPH is £150 and £100 for the examination of an MPhil. The fee covers the examination itself and any further advice or assistance which may be sought in the case of an appeal against the examiners' recommendations.

An examiners fees and expenses form must be completed and submitted to Registry to ensure prompt payment. **Examiners must provide proof of right to work in the UK to the supervisor on the day of the examination – please bring your passport.** Payment of fees will only be processed upon receipt of the proof of right to work, individual preliminary reports, joint report and yellow form. Further details are provided in the [Guidance for Examiners](#) document.

Expenses

Registry will reimburse expenses, including travel and accommodation to a **maximum of £200**. The examiners fees and expenses form must be completed (with original receipts attached) and submitted to Registry. Expenses below £50 will be reimbursed upon receipt of the individual preliminary reports, joint report and yellow form (further details provided in Guidance Notes) along with payment of the fees.

1. Travel Expenses

Travel to the School by standard class rail is requested. Examiners are expected to book in advance to secure the lowest rate possible. Taxi fares will be reimbursed when used as completion of a journey but should not be used as the main form of transport. Car travel is not recommended except in very exceptional circumstances and will be reimbursed at the rate of 40 pence per mile.

Air fares may be more economical than rail from some parts of the UK and may be required for examiners based overseas. If this is the case, tickets should be economy class.

Registry will reimburse the cost of standard class travel only.

2. Accommodation

Where necessary, Examiners should book accommodation at a reasonable quality hotel. The School recommends one of the Imperial Group of Hotels which are based in Bloomsbury. Further details can be found on their web-site:

<http://www.imperialhotels.co.uk/>

Reimbursements will be made for the cost of the room, evening meal and breakfast. Where meals are not taken in the hotel, separate receipts should be obtained. Items of a personal nature such as alcoholic drinks, pay per view films or newspapers will not be reimbursed.

Registry will only reimburse expenses to a maximum of £200.

The completed fees and expenses form should be returned to the address at the top of this page, for the attention of *Registry*.