

EXTERNAL EXAMINERS FEE & EXPENSE CLAIM FORM

- 1. Doctorate Degree/Vica Voce: (€216)
 - 2. Undergraduate & Taught Postgraduate Degree: (€125 per day up to a max of 5 days)
 - 3. Research Masters/MD: (€250 for MD/€102 for Research Masters)
 - 4. Dissertation Correction: €52 per dissertation correction)
- (For 1, 3 or 4)

STUDENT NAME:

CLAIMANT DETAILS

Name of External Examiner:

Address:

Email Address:

Tax Residents Status:
Please choose from below, **ONE** of the 2 options that applies to your taxation status:

A) Tax Resident/Irish PPSN Holder: PPS No.:

B) Non-Tax Resident: Must Quote DOB if no PPS No.:

Total No. of Days Worked: No. of Days Worked in Ireland:

Below to be completed only for (2. Undergraduate & Taught Postgraduate Degree):

Remote or Hybrid Examination:
Please select one of the following that applies to the breakdown of your external examining duties this year or leave blank if these do not apply.

Remote:

A) Remote: 3 days (100% remote, 1 day remote exam board, 2 days other remote duties)

B) Remote: 5 days (100% remote, 2 day remote exam board, 3 days other remote duties)

Mixed (In person and remote):

C) Hybrid: 3 days (1 day in person & 2 days remote)

D) Hybrid: 5 days (2 days in person & 3 days remote)

DETAILS OF CLAIM	<i>Dates</i>	<i>Description</i>	<i>Amount/Currency</i>	<i>Exch¹Rate€</i>	<i>Total €</i>
Examining Fee:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Travel:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Accommodation:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other Expenses:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
(Please List)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Total:					<input style="width: 100%; height: 20px;" type="text"/>

Receipts must be attached to the claim and in line with UCC Travel & Subsistence Rates.

For more information on the Travel and Expenses Policy, please click [here](#).

For more information on Claiming Expenses, please click [here](#).

¹ *The rate of exchange as determined by UCC Finance Office will apply unless evidence of specific exchange rate is attached to receipts i.e. rate charged by Credit Card Company.*

PAYEE BANK DETAILS:

Name on Bank Account:

Bank Name:

Bank Address:

Choose from **ONE** of the following three payment options and complete the relevant information:

Option 1: For EURO PAYMENTS within the EU

IBAN:

BIC/SWIFT:

Option 2: For GBP PAYMENTS to the UK

Account Number:

Sort Code:

Option 3: For all OTHER CURRENCIES (CAD/USD/AUD

Bank Account Number:

Bank Routing Code:

and/or

Bank Swift/BIC Code:

This section to be completed by the relevant UCC Academic Unit:

Relevant Academic School/Department:

Head of Academic School/Department

(Print Name):

Form completed by:

Please Code External Examiners FEE to:

4614

Account Code:

Cost Centre Code:

Project Code:

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Please Code External Examiners EXPENSES to:

Account Code:

Cost Centre Code:

Project Code:

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Please email copy of completed form with relevant receipts to expenses@ucc.ie for processing.