

EXTERNAL EXAMINER FEE & EXPENSE CLAIM FORM

SUBMISSION INSTRUCTIONS: *This Form to be submitted to the relevant Head of the Academic Unit for completion and approval.*

Please indicate: ✓

1. Doctorate Degree/Viva Voce: (€216)
2. Undergraduate & Taught Postgraduate Degree: (€250 per day up to a maximum of 2 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 & No.

CLAIMANT DETAILS	
Name of External Examiner:	
Address:	
Email Address:	
Resident: (Must quote PPS No.)	PPS No.:
NON-RESIDENT: (Must quote D.O.B.)	Date of Birth:
Total No. of Days Worked:	No. of Days worked in Ireland:

DETAILS OF CLAIM:					
	<i>Dates</i>	<i>Description</i>	<i>Amount/ Currency</i>	<i>Exch¹ Rate€</i>	<i>Total €:</i>
Examining Fee					
Travel					
Accommodation:					
Other Expenses:					
(Please List)					
TOTAL:					

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

<https://www.ucc.ie/en/financeoffice/ap/accountspayablepolicies/>

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.

EXTERNAL EXAMINERS FEE & EXPENSE CLAIM FORM

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 No.:

Sort Code:

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

Bank Account Number:

Bank Routing Code:
and/or

Bank Swift/BIC code

For Internal Use Only: The section below to be completed by the relevant UCC Academic Unit:

Relevant Academic School/Department:

Head of School/Department (Print Name):

Form completed by:

Please Code External Examiner FEE to:

4614

Account Code: Cost Centre Code: Project Code:

Please code External Examiner EXPENSES to:

Account Code: Cost Centre Code: Project Code:

INSTRUCTIONS FOR UCC ACADEMIC UNIT ONLY: Please email copy of completed form with relevant receipts to expenses@ucc.ie for processing