



**CLAIM FORM FOR EXTERNAL EXAMINERS
FEES & EXPENSES**

CLAIMANT PERSONAL DETAILS

Title:		Surname:		Forename:	
Email:				Contact Telephone Number:	
Address:					
Tax Resident in Ireland:	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
If yes, PPS No. required:				If no, Date of Birth:	
<small>(required for Irish Tax Authorities)</small>					

PROGRAMME DETAILS

Academic Year <small>(Please specify which AY you are claiming for):</small>	AY20 _____ / 20 _____	
Programme Title:		
Discipline Area:		
External Examiner for which Institution <small>(Please tick the appropriate box):</small>		
University of Limerick <input type="checkbox"/>	Mary Immaculate College <input type="checkbox"/>	Garda College <input type="checkbox"/>

ACCOUNT DETAILS

Bank Name:			
Bank Address:			
IBAN Number:		BIC:	
<i>For US Bank Accounts</i>			
Account Number:			
ABA Routing Number:			

TRAVEL EXPENSES

	Date of Travel	Travel From	Travel To	Mode of Transport <small>If by private car, please specify Distance (km) & Engine capacity (cc) (See Over: Note 1)</small>			For Non-Irish Examiners only			Amount Claimed €
				Mode of Transport	Distance (km) <small>(If applicable)</small>	Engine Capacity (cc) <small>(If applicable)</small>	Currency Amount	Curr.	Exch. Rate	
1										
2										
3										
4										
5										
6										

SUB TOTAL €

SUBSISTENCE / OTHER EXPENSES *(See: Note 2)*

	Date	Description	Currency Amount	Curr.	Exch. Rate	Amount Claimed €
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
SUB TOTAL €						<input type="text"/>

EXAMINATION FEE

Annual Fee Payable for Taught Programmes	€450.00
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GRAND TOTAL €

Claimant Signature: _____ Date: _____
 Authorisation Signature: _____ Date: _____

FOR OFFICE USE ONLY

Account Cost Centre:	3690 25402
Grand Total	€ _____

NOTE 1 - MILEAGE RATES

PLEASE NOTE: Travel should be by public transport. If travelling from other areas where convenient public transport is not available, the following rates are payable for private car use:

<u>Rate per Kilometre (Cent)</u>	<u>Rate per Kilometre (Cent)</u>	<u>Rate per Kilometre (Cent)</u>
Engine Capacity up to 1,200 cc	Engine Capacity 1,201 cc to 1,500 cc	Engine Capacity 1,501 cc & over
37.95	39.86	44.79

NOTE 2 - SUBSISTENCE

PLEASE NOTE: Actual and reasonable expenses will be allowed, such expenses **must** be supported by receipts, when claiming reimbursement.

PLEASE **SIGN** THIS CLAIM FORM AND RETURN IT, ACCOMPANIED BY RECEIPTS TO:

externalexaminers@ul.ie

CATE HORAN

OFFICE OF THE VICE PRESIDENT ACADEMIC AFFAIRS & STUDENT ENGAGEMENT

UNIVERSITY OF LIMERICK

LIMERICK, V94 T9PX