

QUEEN'S UNIVERSITY BELFAST

CLAIM FOR FEES AND EXPENSES INCURRED AS AN EXTERNAL EXAMINER (UG/PGT)

N.B. Please consult the Guidelines for Examiners before completing. Incomplete forms will be returned and payment delayed. Payment cannot be authorised until an external examiners report has been received. Receipts will be required to substantiate claims.

SECTION 1: PERSONAL DETAILS (All sections to be completed. Failure to do so will result in a delay in payment)

School:					
Surname			Forename(s)		
Title			Maiden Name (if applicable)		
Gender (Please Tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email Address		
D.O.B. DD/MM/YY				Home Address	
N.I. Number					
				Postcode	

SECTION 2: DETAILS OF EXPENSES TO BE PAID

Expenses		Amount	
		£	p
Travel	Boat/Airfare:		
	Bus/Rail/Taxi etc:		
	Mileage: _____ miles @ 40p per first 100 miles 25p per mile thereafter Details:		
Subsistence	Accommodation:		
	Meals (Alcohol will not be reimbursed):		
	Parking:		
	Other Expenses:		
Expenses Total			

OFFICE USE ONLY

Points	W	CA	P	O	D

Charge AC:				Expenses	£	
				Fees:	£	
				Payment:	£	

Authorised by Examinations Office

Date: _____

Paid by Examinations Office

Date: _____

