

# QUEEN'S UNIVERSITY BELFAST

## CLAIM FOR FEES AND EXPENSES INCURRED AS AN EXTERNAL EXAMINER FOR HIGHER DEGREES BY RESEARCH

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

School					
Student Number			Student Name		
Date of Viva DD/MM/YY			Degree Examined For		

### SECTION 2: EXAMINER PERSONAL DETAILS (All sections to be completed. Failure to do so will result in a delay in payment)

Surname			Forename(s)		
Title			Maiden Name (if applicable)		
Gender (Please Tick)	Male	Female	Email Address		
D.O.B. DD/MM/YY			Home Address		
N.I. Number					
			Postcode		

### SECTION 3: DETAILS OF EXPENSES TO BE PAID

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

Completed forms should be returned to:

Alex Lemon  
Student Guidance Centre  
The Queen's University of Belfast  
Belfast BT7 1NN

Receipts will be required to substantiate claims

#### OFFICE USE ONLY

Completed form should be set to:  
Examinations Office  
Queen's University Belfast

Charge AC:		6242		Expenses	£	
				Fees:	£	
				Payment:	£	