

QUEEN'S UNIVERSITY BELFAST

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

SECTION 1: EXAMINATION DETAILS (*Failure to complete all sections will result in a delay in payment*)

QUB School	
Student Name	
Student Number	
Date of Viva (DD/MM/YY)	
Degree Examined (PhD – MPhil – Other)	

SECTION 2: EXAMINER PERSONAL DETAILS

Full Name/Title			
Date of Birth (DD/MM/YY)			
Home Address			
Postcode			
UK* Bank Details	Sort Code		Account No.

SECTION 3: DETAILS OF EXPENSES TO BE PAID

Expenses		Amount
Travel	Boat/Airfare:	
	Bus/Rail/Taxi etc:	
	Parking:	
	Mileage (**give detail below**) (40p per first 100 miles, 25p per mile thereafter)	
	Accommodation:	
Subsistence	Meals:	
	Other expenses:	
Total:		

Vehicle Reg	Date	Start postcode	End postcode	Return journey?	Miles travelled

By submitting a mileage claim, you confirm that you have appropriate motor insurance which provides cover to drive on University business, and that the above vehicle is properly maintained and roadworthy in respect of its use for business purposes

Completed forms should be returned electronically to extexamexpenses@qub.ac.uk

Please submit receipts for any expenses to substantiate claims

*If you have an international bank account, please use additional RFP form to submit bank details: [PGR](#)

[External Examiner Guidelines](#) | [Academic & Student Affairs](#) | [Queen's University Belfast \(qub.ac.uk\)](#)