Ollscoil Mhá Nuad

**Maynooth University**

**Form: Sub EE Claim**

Version 22nd February 2020

**Subject External Examiners Claim Form**

**Claims in respect of fees for examining, travelling, subsistence and related expenses**

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| **GENERAL** |
| 1. If **no** claim is being made kindly write “No Claim” on the form and return it to the Registrar’s Office. |
| 1. Original Receipts detailing the expenditure and proof of payment must be submitted for all claims. Photocopies or Scanned Copies of receipts are NOT acceptable. Credit/debit card slips are proof of payment only and must be accompanied by original receipts. Maynooth University Accounts Office will not process claims without valid receipts. |
| 1. All expenses, including accommodation, meals and travelling expenses should be paid by the Extern Examiner. The University will reimburse only the extern examiner and will not make payments to hotels, travel agencies or other bodies. Where a department arranges accommodation on behalf of an extern examiner it is the responsibility of the extern examiner to settle the account before leaving the accommodation. 2. All claim forms should be returned as soon as possible but no later than three months after visit. |
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| **FEES FOR EXAMINING** |
| The Fee paid to Extern Examiners is €250 per day. Please note that   * the daily fee is paid only in respect of days spent examining in Maynooth University (up to a maximum of 2 days per session), and * the daily fee is subject to tax and other charges at the prevailing rates.   A Fee of €52 is payable for each minor thesis reviewed. |
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| **SUBSISTENCE** |
| The Subsistence allowance is up to €163 per 24 hours on submission of vouched receipts. Expenditure on alcoholic beverages will not be reimbursed by the University. |
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| **TRAVELLING** |
| **1.** Only **actual** travelling expenses are allowed |
| **2**. Amounts should be quoted in **currency** in which the expense was incurred – Maynooth University will do the conversion. |
| **3**. The **mode of transport** should be stated (e.g. Plane, Boat, Car, Train, etc.) |
| **4.** **Public Transport** should be used where possible. |
| **5.** **Economy, Apex and Super-Saver** rates to be used in order to minimise costs. |
| **6.** **Gratuities** are not to be charged |
| **7. Kilometres Travelled** The applicable rate is €0.41 per kilometre. Please ensure to use kilometres when completing the claim form. |
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| **POSTAGE AND TELEPHONE** |
| The charges for postage and telephone must be strictly limited to those incurred in the service of the University. |

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| Name: |  | | |
| Address: |  | | |
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| Email: |  | Tel no: |  |
| Subject: |  | | |
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Academic Year 20\_\_ - 20\_\_­

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| I have attended and examined at Maynooth University | | | | | | | |
| Spring |  | Summer |  | Autumn |  | Winter |  |

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| **I have examined, but not attended at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TRAVEL INFORMATION**   |  |  |  | | --- | --- | --- | | Date(s) of Travel | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Details of Journey (city) | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Declaration of Residency for Tax Purposes-Please select the appropriate option**

|  |  |  |  |
| --- | --- | --- | --- |
|  | I am resident in the Republic of Ireland | PPS if known |  |
|  |  |  |  |
|  | I am not resident in the Republic of Ireland | PPS if known |  |

All Extern Examiners must complete an [Online Personnel Form](https://www.maynoothuniversity.ie/cgi-bin/hrforms/index.pl) upon first appointment with Maynooth University.

All non-resident Extern Examiners are also requested to complete a REG 1 Form and a Consent Form and to provide proof of identification. These forms are sent to you with your Letter of Appointment.

**Further information is available on our website at:**

<https://www.maynoothuniversity.ie/exams/extern-examiners>

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| **Details of Claim** | **Description** | **Rate** | **Total Amount**  (Amount should be quoted in currency in which the expense was incurred – Maynooth University will do the conversion) | | **For Office Use Only** |
|  |  |  | **Euro** | **Other Currency** |  |
| **Examination Fee** -  No. of days examining in Republic of Ireland  Payroll Code 258 |  | **€250.00** |  |  |  |
| **Reading Fee - Minor Thesis**  No. of days reading in Republic of Ireland  No. of days reading outside Republic of Ireland  Payroll Code 140 |  | **€52.00** |  |  |  |
| **Subsistence** – No. of Overnight stays  Payroll Code 261 |  |  |  |  |  |
| **Travel** (please indicate Train/Plane fares/Kilometres claimed).  Travel to and from Ireland  Payroll Code 262  Travel within Ireland  Payroll Code 263 |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |

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| **Signature of Claimant:** |  | Date: |  |

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| **Certified by Head of Department:** |  | Date: |  |

Internal Use:

5510001

Cost Centre:

*Please return the completed form and accompanying receipts to Examinations Office, Maynooth University, Humanity House, Maynooth University, Maynooth, Co Kildare W23 X021, Ireland.*