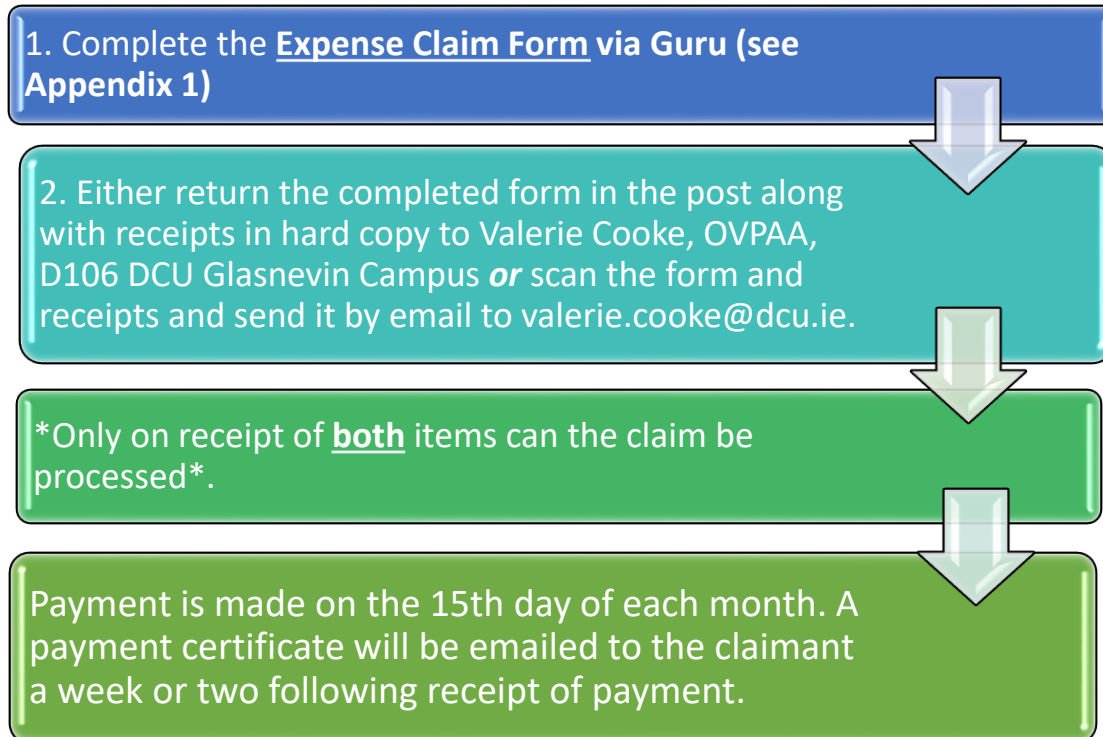


FHSS External Examiner Expenses Guidelines for Schools 2020

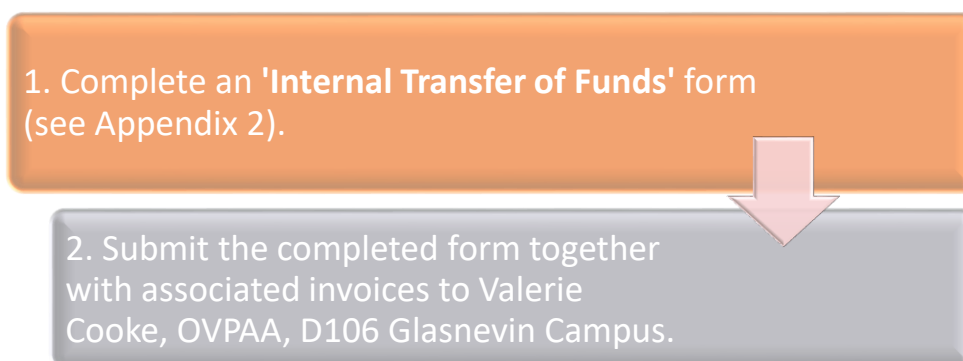
Taught External Examiners Fee & Expense Claim Process

It is normal, and preferred, practice for External Examiners to make their own travel and accommodation arrangements. They should refer to the **DCU Travel & Subsistence Guidelines** **BEFORE** booking.

After the *External Examiners visit* has taken place, the Examiner should submit their fee & expense claim as follows:



In exceptional circumstances, the School may make the travel and accommodation arrangements on behalf of the examiners (please refer to the **DCU Travel & Subsistence Guidelines** prior to booking <https://www4.dcu.ie/finance/intranet/travel/mileage/shtml>). In such circumstances the School should make a request for reimbursement from the OVPAA **after the external examiners visit has taken place** as follows:



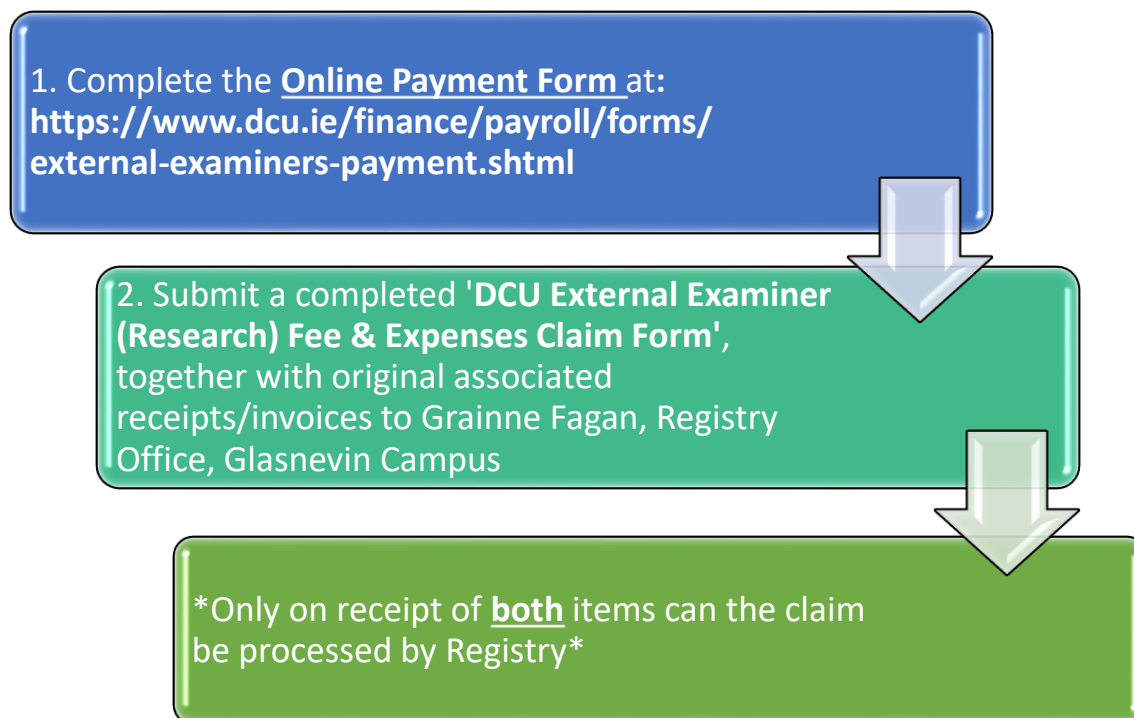
Note:

1. If the School makes a booking for accommodation that costs more than the subsistence rate allowable, the School will have to cover the difference.
2. External Examiners are only reimbursed by OVPAA for expenses once they have submitted their External Examiner report.

Research External Examiners Fee & Expenses Claims Process

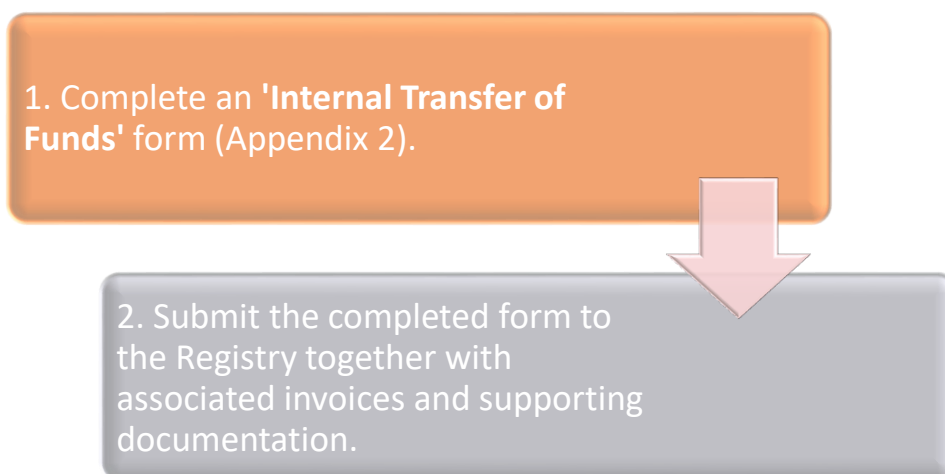
It is normal, and preferred, practice for External Examiners to make their own travel and accommodation arrangements. They should refer to the **DCU Travel & Subsistence Guidelines BEFORE booking.**

After the *viva voce* has taken place, the Examiner should submit their fee & expense claim as follows:



In exceptional circumstances, the School may make the travel and/or accommodation arrangements on behalf of the Examiner. Please refer to the **DCU Travel & Subsistence Guidelines prior to booking** (<https://www4.dcu.ie/finance/intranet/travel/mileage/shtml>).

In such circumstances the School should make a request for reimbursement from the Registry **after the *viva voce* has taken place** as follows:



Note: The School will only be reimbursed by Registry as per the DCU Travel & Subsistence Guidelines (<http://www.4.dcu.ie/finance/intranet/travel/mileage/shtml>).

Appendix 1

DCU External Examiner Account of Travel Expenses

Name of Claimant: _____

Purpose of Visit: _____

Left.....on ___ / ___ / 20___ at.....o'clock

Returned to.....on ___ / ___ / 20___ at.....o'clock

Bank Transfer Form Submitted (please tick)

Date	Expense Details	Amount Other Currencies		Amount Euro
	TRAVEL DETAILS			
	Airfare / Train / Bus / Taxis / Parking etc			
	MOTOR TRAVEL RATES in kilometres (please see notes overleaf)			
	Engine Size: <input style="width: 80px;" type="text"/>			
	Total Kilometres Round Trip: <input style="width: 80px;" type="text"/>			
	SUBSISTENCE DETAILS:			
	Accommodation / Meals (Please see notes overleaf)			
Subtotal				
	EXTERNAL EXAMINER FEE			
	(this section will be completed by our office upon receipt of report on Guru)			
Total				

Signature of Claimant: _____

Date: _____

Internal Transfer of Funds Form



Use this form to pay for an internal service or allocating funds. Use the Transaction Transfer Request Form to transfer actual transactions.

Please attach any supporting documentation

Requested by: _____ Phone: _____

	Income / Expense Code	Sub Cost Centre (Project/Account)	Description	Amount €
Debit (pay from)				
Credit (recipient)				
Debit (pay from)				
Credit (recipient)				
Debit (pay from)				
Credit (recipient)				
Debit (pay from)				
Credit (recipient)				
Debit (pay from)				
Credit (recipient)				

Reason for Transfer

Authorisation from the Manager of the Debit Account/Project: _____ Date: _____

Print Manager's Name: _____

Finance Authorisation: _____ Date: _____