Financial Services Division, Trinity College Dublin, The University of Dublin
External Examiner/Reviewers Payments Requisition Form

Irish Examiners fees and expenses
Foreign Examiners fees and expenses

Payee:
Home Address: (compulsory)
Date expenses incurred:
Tax Ref. (PPS no. or equivalent):

Course/Degree: Course Code:
School / Discipline:
No. of days examining:
No. of dissertations examined:
Academic Year:

Please complete your bank detail to facilitate Electronic Fund Transfer
Beneficiary Bank Name:
Beneficiary Bank Address:
Account Number: Sort Code:
US International Routing Number
IBAN:
Swift/BIC Code:
Remittance Email Address:

Irish Examiners: If you have already submitted your Set Up form to Payroll please tick here If not please complete it and return with this form

For TCD use only
1. All payments are made in Euro, directly into the payee's bank account
2. Deadline for receipt of all completed forms is 12 noon on the 6th of each month, if the 6th falls over a weekend the deadline is the previous Friday at 5pm

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Activity</th>
<th>Source of Funds</th>
<th>Expense Code</th>
<th>Description</th>
<th>Value €</th>
</tr>
</thead>
<tbody>
<tr>
<td>9050569</td>
<td>1113</td>
<td>68103</td>
<td>Examiners Fees - Central College</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>9050569</td>
<td>1113</td>
<td>68102</td>
<td>Examiners Expenses - Central College</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>3100</td>
<td>68103</td>
<td>Examiners Fees - Other Budgets</td>
<td>€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100</td>
<td>68102</td>
<td>Examiners Expenses - Other Budgets</td>
<td>€</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>68103</td>
<td>Quality Reviewers Fees</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>68102</td>
<td>Quality Reviewers Expenses - School Reviews</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>68000</td>
<td>Quality Reviewers Expenses - Academic Reviews</td>
<td>€</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
</tbody>
</table>

Contact Name (in case of query):
Authorised Signatory:
Name:
School / Dept:

For Financial Services's Division Use Only
Passed by:
Entered by:

<table>
<thead>
<tr>
<th>Extension:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Detailed analysis of expenditure

<table>
<thead>
<tr>
<th>Description</th>
<th>Airfares and Other Travel</th>
<th>Hospitality</th>
<th>Hotels</th>
<th>Subsistence</th>
<th>Currency &amp; FX Rate</th>
<th>Total €</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total       |                           |             |        |             |                    |         |

1. **Authorisation**

   The authoriser must ensure that the claim is appropriate and complies with College Policies. By signing off a reimbursement claim, the authoriser takes full responsibility and accountability for the expenditure. The reimbursement claim submitted should be fully scrutinized by the authoriser to ensure that the expenditure and backup submitted is reasonable, provides value for money and that the claim is of a standard whereby it could be audited by an internal or external auditor.

2. **General**

   Please take a copy of the form and supporting documentation and retain for your own records before submission for payment.

   All fields must be completed where applicable before submission. Incomplete forms will be returned which will delay payment.

   When submitting a number of original receipts, they should be summarised and cross-referenced on the Detailed Analysis.

   Please attach letter of invitation/engagement/other supporting documentation.

3. **External Examiners**

   Forms should be authorised by the Head of School/School Administrator, as per the Authorised Signatory Form.

   Whilst Travel and Accommodation expenses are allowed, all meals and any expenses over and above the set limits should be coded to the Discipline/School and not to the central College code.

4. **External Assessors**

   To be approved and coded by the Graduate Studies Office in respect of assessments of Higher Doctorate Degrees.

5. **External Reviewers**

   To be approved and coded by the Quality Office for Academic School/Discipline Reviews. Coded with the departmental Cost Centre.

   To be approved and coded by the Graduate Studies Office in relation to reviews of Courses and Course Proposals.

---

**Foreign Examiners**

- Financial Services Division
- Payroll Services, Human Resources
- Accounts Payable
- 1st Floor, House 4
- Trinity College
- Trinity College
- 3 College Green
- Dublin 2

**Irish Examiners**

- Payroll Services, Human Resources
- 1st Floor, House 4
- Trinity College
- Dublin 2