

HR Trinity College Dublin, the University of Dublin
External Examiner/Reviewers Payments Requisition Form

Irish Examiners fees and expenses	HR, Payroll Services <input type="checkbox"/>
Foreign Examiners fees and expenses	HR, Payroll Services <input type="checkbox"/>

Payee:			
Home Address: (compulsory)			
Date expenses incurred:			
Tax Ref. (PPS no.):			
Date of birth: (compulsory if no PPS no.)			
Course/Degree:	Course Code:		
School / Discipline:	Subject:		
No. of days examining outside Ireland:	Student:		
No. of days examining in Ireland:	Academic Year:		
No. of dissertations examined:			

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

Please Note:

- 1 All payments are made in Euro, directly into the payees bank account a month in arrears, on the last working day of each month
- 2 EFT payments can only be made to SEPA compliant European bank accounts, payments outside of the SEPA zone will be made by Euro Cheque
- 3 Deadline for receipt of completed forms by PayrollService@tcd.ie is 5:30pm the last working day of the month

	Cost Centre	Activity	Source of Funds	Expense Code	Description	Value €
GENERAL LEDGER				68103	External Examiner - Fees	€
				68102	External Examiner - Non Taxable Fees *	€
				68102	External Examiner - Expenses	€
				68103	Quality Reviewers Fees	€
				68103	Quality Reviewers Fees - Non Taxable Fees *	€
				68102	Quality Reviewers Expenses - School Reviews	€
				68000	Quality Reviewers Expenses - Academic Reviews	€
Total						

* only applicable for work carried out outside of the Rep. of Ireland

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

Detailed analysis of expenditure									
Description	Airfares and Other Travel	Hospitality	Hotels	Subsistence				Currency & FX Rate	Total €
									€
									€
									€
									€
									€
									€
									€
									€
									€
									€
									€
									€
									€
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 for undergraduate programmes, postgraduates course and postgraduate research theses 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 Reviewers
Reviews - to be approved and coded by the Quality Office
Course Proposals - to be approved and coded by Trinity Teaching and Learning

Examiners	Reviewers	Departments
Please send your completed form to the TCD Department you examined for. They need to sign and code it for processing.	Please send your completed form to the TCD Quality Office. They need to sign and code it for processing.	Please send the completed, signed and coded form to: <u>Foreign Examiners</u> Pre 19/20 only Financial Service Division Accounts Payable, 3 College Green Trinity College, Dublin 2. D02 XH97
		<u>Irish Examiners</u> Foreign Examiners 19/20 onwards Payroll Services, Human Resources Trinity Central, 150-162 Pearse Street Dublin 2