

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

Irish Examiners fees and expenses	HR, Payroll Services, ☐
Foreign Examiners fees and expenses	AP, Financial Services ☐

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

Course/Degree:		Course Code:	
School / Discipline:		Subject:	
No. of days examining:		Student:	
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 payees 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

	Cost Centre	Activity	Source of Funds	Expense Code	Description	Value €
GENERAL LEDGER		9050569	1113	68103	Examiners Fees - Central College	€
		9050569	1113	68102	Examiners Expenses - Central College	€
			3100	68103	Examiners Fees - Other Budgets	€
			3100	68102	Examiners Expenses - Other Budgets	€
				68103	Quality Reviewers Fees	€
				68102	Quality Reviewers Expenses - School Reviews	€
				68000	Quality Reviewers Expenses - Academic Reviews	€
Total						€

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

For Financial Services's Division Use Only

Passed by:		Date:	
Entered by:		Date:	

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 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
 Accounts Payable
 Trinity College
 3 College Green
 Dublin 2

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