

# QUEEN'S UNIVERSITY BELFAST

## CLAIM FOR FEES AND EXPENSES INCURRED AS AN EXTERNAL EXAMINER FOR HIGHER DEGREES BY RESEARCH

### SECTION 1: EXAMINATION DETAILS *(All sections to be completed. Failure to do so will result in a delay in payment)*

QUB School					
Student Number			Student Name		
Date of Viva DD/MM/YY			Degree Examined for (determines fee amount) Please tick one this determines the fee rate to be paid:	MPhil	
				PhD	
				Other (please specify)	

### SECTION 2: EXAMINER PERSONAL DETAILS *(All sections to be completed. Failure to do so will result in a delay in payment)*

Surname			Forename(s)		
Title			Maiden Name (if applicable)		
Gender (Please Tick)	Male	Female	Email Address		
D.O.B. DD/MM/YY			Home Address		
Mobile No:					
				Postcode	

### SECTION 3: DETAILS OF EXPENSES TO BE PAID

Expenses		Amount	
		£	p
<b>Travel</b>	Boat/Airfare:		
	Bus/Rail/Taxi etc:		
	Mileage: _____ miles @ 40p per first 100 miles   25p per mile thereafter Details:		
<b>Subsistence</b>	Accommodation:		
	Meals (Alcohol will not be reimbursed):		
	Parking:		
	Other Expenses:		
<b>Expenses Total</b>			

Completed forms should be returned electronically to [extexamexpenses@qub.ac.uk](mailto:extexamexpenses@qub.ac.uk)  
Receipts will be required to substantiate claims