**EXTERNAL EXAMINER PAYMENT AND EXPENSES CLAIM FORM**

**PLEASE DOWNLOAD A COPY OF THIS FORM – DO NOT EDIT ONLINE**  
External Examiners are entitled to reclaim [“reasonable expenses”](https://www.stir.ac.uk/internal-staff/finance-office/payments/) in relation to their duties. This includes subsistence and hotel accommodation while in attendance at the University and the cost of travel to and from the University.   
Sections 1, 2 and 3 to be completed by the External Examiner. Section 4 to be completed by the Academic Quality & Governance team.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **EXTERNAL EXAMINER DETAILS** | | | | | | | |
| Name |  | | | Date of Birth | | |  |
| Email address |  | | | NI Number (if UK) | | |  |
| Home address | | | |  | | | |
| Purpose of visit | | | |  | | | |
| If Research Degree, complete name/student number of candidate examined |  | | | If Research Degree, complete date viva conducted | | |  |
| 1. **BANK DETAILS** | | | | | | | |
| Name of bank | | |  | | | | |
| Address of bank | | |  | | | | |
| Sort Code (6 digits) | | |  | | | | |
| Account Number (8 digits) | | |  | | | | |
| **PLEASE COMPLETE IF NON-UK BANK ACCOUNT** | | | | | | | |
| IBAN number | | |  | | | | |
| Swift code | | |  | | | | |
| 1. **DETAILS OF EXPENSES CLAIMED**   (Receipts and supporting documents should be submitted with each claim) | | | | | | | |
| 1. **TRAVEL** (E.g. Mileage, Train, Taxi) | | | | | | | |
| Date | | Details | | | | Amount (£) | |
|  | |  | | | |  | |
| 1. **SUBSISTENCE** | | | | | | | |
| Date | | Details | | | | Amount (£) | |
|  | |  | | | |  | |
| 1. **ACCOMMODATION** | | | | | | | |
| Date | | Details | | | | Amount (£) | |
|  | |  | | | |  | |
| **Fee (Research Degree only)** | | | |  | | | |
| **TOTAL AMOUNT CLAIMED (£)** | | | |  | | | |
| **Claimant Signature:** |  | | | **Date:** | | |  |
| **04. ACADEMIC QUALITY AND GOVERNANCE AUTHORISATION** | | | | | | | |
| **Signed** | | | |  | | | |
| **Print Name:** |  | | | **Date:** | | |  |
| **Cost Codes for finance/HR: *(please check those that apply)*** | | | | |  | | |
| **Fees only** | **RPG Fees 4530 360 0000387** | | | | | | |
| **Undergraduate 4530 360 0001610** | | | | | | |
| **Taught Post Grad 4530 360 0002681** | | | | | | |
| **Expenses only** | **RPG Fees 4531 360 0000387** | | | | | | |
| **Undergraduate 4531 360 0001610** | | | | | | |
| **Taught Post Grad 4531 360 0002681** | | | | | | |

Please return the completed claim form with accompanying scanned receipts for processing to: [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk)

The University reserves the right to decline payment if the expense is considered unreasonable or excessive.