**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

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