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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extern name | Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal address | Address | | | | | | | | | | | | | | Eircode | | | | | | Eircode | | | | |
| Mobile phone | Mobile | | | | | | | | | Other phone (opt) | | | | Other phone | | | | | | | | | | | |
| Email address | Email | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of birth | Date | | | | | | | | Month | | | | | | | | | Year | | | | | | | |
| Research candidate being externed | | | | | | | Candidate | | | | | | | | | | | | | | | | | | |
| NCAD faculty contact | | | | | | | NCAD contact name | | | | | | | | | | | | | | | | | | |
| Fees | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Extern Fee[[1]](#footnote-1)** | | | | | | | | | | | | | | **Rate** | | | | | | | | **Total €** | | | |
| Reading fee: Research degree | | | | | | | | | | | | | | €250 | | | | | | | | **€**Total fees | | | |
| Expenses | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Expenses** | | | **Description** Attach all receipts, must be itemised and legible, scans or copies acceptable | | | | | | | | | | | **Amount €** | | | | | | | | **Total €** | | | |
| Accommodation  Number of overnight stays while visiting NCAD (Max €125 per night, €165 in summer) | | | List each accommodation claim | | | | | | | | | | | €Amount of each receipt | | | | | | | | €Accommodation total | | | |
| Incidentals  Max €33.60 per day, meals, snacks coffee etc | | | List each incidentals claim | | | | | | | | | | | €Amount of each receipt | | | | | | | | €Incidentals total | | | |
| Travel  Travel fares, parking, or motor /km mileage | | | List each travel claim | | | | | | | | | | | €Amount of each receipt | | | | | | | | €Total Travel | | | |
| **Total Expenses to be paid** | | | | | | | | | | | | | | | | | | | | | | **€**Total Expenses | | | |
| Bank details for bank transfer | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPS Number | | PPS number | | | | | | | | | | | | | | | | | | | | | | | |
| Bank account name | | Account name | | | | | | | | | | | | | | | | | | | | | | | |
| Bank name | | Bank name | | | | | | | | | | | | | | | | | | | | | | | |
| Bank address | | Address | | | | | | | | | | | | | | | | | | | | | | | |
| IBAN number | | IBAN | | | | | | | | | | | | | | | | | | | | | | | |
| Swift/BIC code | | Swift or BIC | | | | | | | | | | | | | | | | | | | | | | | |
| Signatures | | | | | | | | | | | | | | | | | | | | | | | | | |
| External Examiner | Name | | | | | | | | | Signature | | | | | | | | | | Date | | | | | |
|  | Print name | | | | | | | | | Signature | | | | | | | | | | Date | | | | | |
| **NCAD use only** | | | | | | | | | | | | | | | | | | | | | | | | | |
| NCAD Extern Co-ordinator | Kilian O’Callaghan | | | | | | | | | Signature | | | | | | | | | | Date | | | | | |
|  | Print name | | | | | | | | | Signature | | | | | | | | | | Date | | | | | |
| Charge codes | | | | Cost Centre | | | | | | | | Account Code | | | | | | | | | | | | | |
| Travel & Subsistence | | | |  |  |  | |  | |  |  |  | 4 | | | 1 | | | 1 | | | | 0 | 7 |  |
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| Extern Fee Total | | | | | | | | | | | | | | | | | €Fee total | | | | | | | | |
| €uro Expenses Total | | | | | | | | | | | | | | | | | €Expenses total | | | | | | | | |
| **Payments Total in €uro** | | | | | | | | | | | | | | | | | **€**Total | | | | | | | | |

Please send completed from to: [ocallaghank@staff.ncad.ie](mailto:ocallaghank@staff.ncad.ie)

1. Fees quoted are Gross, before tax. Externs will be paid the gross amount (MINUS tax paid to Irish Tax & Customs). You may be able to claim tax paid back from your local tax office. [↑](#footnote-ref-1)