|  |
| --- |
| 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 €** |
| AccommodationNumber of overnight stays while visiting NCAD (Max €125 per night, €165 in summer) | List each accommodation claim | €Amount of each receipt | €Accommodation total |
| IncidentalsMax €33.60 per day, meals, snacks coffee etc | List each incidentals claim | €Amount of each receipt | €Incidentals total |
| TravelTravel 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 |  |
|  |
| Extern Fee Total | €Fee total |
| €uro Expenses Total | €Expenses total |
| **Payments Total in €uro** | **€**Total |

Please send completed from to: 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)