|  |
| --- |
| Personal Details |
| Extern name | Name |
| Postal address | Address |
| Postcode | Postcode | Country of residence | Country |
| Mobile phone | Mobile number | Other phone (opt) | Other phone (optional) |
| 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 |
| €uro 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 | List each amount | €Total accommodation |
| IncidentalsMax €33.60 per day, meals, snacks coffee etc | List each incidental claim | List each amount | €Total incidentals |
| TravelTravel fares, parking, or motor /km mileage | List each travel claim | List each amount | €Total travel |
| **Total €uro expenses to be paid** | **€**Total Euro expenses |
| Non-€uro Expenses |
| **Description** Attach all receipts, must be itemised and legible, scans or copies acceptable. Please denote currency. | **Amount** | **Total** |
|  | Denote which currency |
| AccommodationNumber of overnight stays while visiting NCAD (Max equiv to €125 per night, €165 in summer) | List each accommodation claim | List each amount | Total accommodation |
| IncidentalsMax equiv to €33.60 per day, meals, snacks etc | List each incidental claim | List each amount | Total incidentals |
| TravelTravel fares, parking, or motor /km mileage | List each travel claim | List each amount | Total travel |
| **Total non-€uro expenses to be paid** | Total non-Euro expenses |
| Bank details for bank transfer |
| PPS number | Irish PPS number if appropriate |
| Bank account name | Account name |
| Bank name | Bank name |
| Bank address | Bank address |
| IBAN number | IBAN number |
| Swift/BIC code | Swift or BIC number |
| Routing number | Routing number (if appropriate) |
| Signatures |
| External Examiner | Extern name | Signature | Date |
|  | Print name | Signature | Date |
| **For NCAD Office Use ONLY** |
| NCAD Extern Co-ordinator | Kilian O’Callaghan |  | Date |
|  | Print name | Signature | Date |
| Charge codes | Cost Centre | Account Code |
| Travel & Subsistence |  |   |   |   |   |  |  | 4 | 1 | 1 | 0 | 7 |  |
|  |
| Extern Fee Total | € |
| €uro Expenses Total | € |
| Non-€uro currency | Currency | Date of exchange | Date |  |
| Exchange printout attached? |[ ]   |
| Non-€uro Expenses Total | Amount & currency | Conversion Rate | Rate | €uro equivalent | €In €uro |
| **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 in Ireland back from your local tax office. [↑](#footnote-ref-1)