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| 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 €** | | |
| Accommodation  Number of overnight stays while visiting NCAD (Max €125 per night, €165 in summer) | | | | List each accommodation claim | | | | | | | | | | | | | | | | | List each amount | | | | | | | | €Total accommodation | | |
| Incidentals  Max €33.60 per day, meals, snacks coffee etc | | | | List each incidental claim | | | | | | | | | | | | | | | | | List each amount | | | | | | | | €Total incidentals | | |
| Travel  Travel 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 | | | | | | | | | | |
| Accommodation  Number of overnight stays while visiting NCAD (Max equiv to €125 per night, €165 in summer) | | | | List each accommodation claim | | | | | | | | | | | | | | | | | List each amount | | | | | | | | Total accommodation | | |
| Incidentals  Max equiv to €33.60 per day, meals, snacks etc | | | | List each incidental claim | | | | | | | | | | | | | | | | | List each amount | | | | | | | | Total incidentals | | |
| Travel  Travel 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 |  |
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| 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)