

REGENT UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY 
Claim for fee and/or expenses by an External Examiner for a taught programme of study

TO BE RETURNED ON COMPLETION OF YOUR DUTIES (OR TO CLAIM EXPENSES INCURRED BEFORE COMPLETION OF YOUR DUTIES)

APPOINTMENT	
Name of Examiner
Email Address Tel:.....
Programme of study/subject area examined
School/Unit where engaged Duration
Duties Performed

REPORT
Please mark any one of the following statements as appropriate:
(a) I enclose my report with this claim.
(b) I have already forwarded my report to
(c) I expect to forward my report at a later date. Please refund my expenses now and send me a further form with which to claim any further expenses and my fee when I submit my report.

FEE AND EXPENSES		
<i>(PLEASE SUBMIT RECEIPTS FOR EXPENSES WHEREVER POSSIBLE. FAILURE TO DO SO COULD RESULT IN LIABILITY FOR INCOME TAX CHARGES BEING LEVIED BY THE INLAND REVENUE.)</i>		
Expenses:	€	Please make no entry. For office use only. <div style="text-align: center;">€</div> Fee

NOTE: Payment may be made directly to you or into your bank account if requested.