|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| External Examiner Information | | | | |  |
| **Pay number:** |  |  |  |  |  |
| **Examiner surname:** |  |  | **Examiner forename:** |  |  |
|  |  |  |  |  |  |

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| School Information –For completion by school | | | | | |
| **School code:** |  |  | **Project code:** |  |  |
|  |  |  |  |  |  |

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| --- | --- | --- |
| Examination Information | | |
| **Examination session & diet:** |  |  |
| **Subject(s):** |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Expenses Claim Information | | | | | |
| ***To be completed by the External Examiner****. Please return form to the relevant School. Please see Note of Guidance;* ***reasonable*** *actual outlay will be reimbursed.*  *NB: Receipts should be provided for all expenses* | | | | | |
|  | **Description** e.g. Rail Standard; Air Economy Class; Mileage (45p / mile); Taxis; etc | |  | **Amount** |  |
|  |  | |  | £ |  |
|  |  | |  | £ |  |
|  |  | |  | £ |  |
|  |  | |  | £ |  |
|  |  | |  | £ |  |
|  |  | |  | £ |  |
|  |  | | **Total** | £ |  |
| *I certify that this claim (a) is to reimburse expenditure actually and necessarily incurred by me on behalf of the University of Glasgow and (b) has not been and will not be met by any other outside agency.* | | | | | |
| **External Examiner Signature:** | |  | **Date:** |  |  |
|  | | | | | |

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| Budget Information | | | | | | | | | | | | |
| **Description** | **Elem No** | | **Amount** | |  | | **Account/Project** | | | | | |
| Expenses | 6041 | | £ | |  | | 6820 | |  | postgraduate taught | | |
| Expenses | 6042 | | £ | |  | | 6810 | |  | undergraduate | | |
|  |  | | (School to complete from above) | | | | | | | | | |
| PD06/07 Screens Updated: | |  | | Date: | |  | | Input Checked By: | | |  |  |
|  | |  | |  | |  | |  | | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| School Authorisation | | | | | | |  |
| **Authorised Signature:** |  | |  | Date: |  | |  |
| **Signatory Name (BLOCK LETTERS):** | |  | | | |  | |
| **Signatory Designation (BLOCK LETTERS):** | |  | | | |  | |
| *The School should send the authorised form and receipts to the Finance Office.* | | | | | | | |
|  | |  | | | |  | |