

# PAYMENT FORM

EXTERNAL EXAMINER (EE)  
QUALITY REVIEWER (QR)

COMPLETED FORMS ONCE AUTHORISED MUST BE SUBMITTED TO THE PAYROLL DEPT.

## PERSONAL DETAILS

Name of Payee:

Address of Payee:

(Please include country of residency)

Staff ID:

PPS No. of Payee:

(if applicable)

Email:

## DETAILS OF VISIT

Category:

(Please ✓ Tick)

External  
Examiner

Quality  
Reviewer

What % of work was completed in the payee's home Country:

What % of work was completed in Ireland:

Date of Visit (FROM):

(TO):

Name of Applicant & Dept:

(i.e. Lecturer, School)

## PAYMENT CALCULATION

### EURO

### OTHER CURRENCY

Non Resident Fee:

*Payable in Nov once report is submitted -*

*no claim form needed*

Irish Resident Fee:

*Payable in Nov once report is submitted -*

*no claim form needed*

Travel:

€

Subsistence:

€

## TRAVEL DETAILS

Departure Time:

Return Time:

Engine Size (CC):

Mileage/KM:

Rate:

## DETAILS OF PAYMENT

TOTAL FEE

€

TOTAL TRAVEL

€

TOTAL SUBSISTENCE

€

**TOTAL:**

€

**CURRENCY OF PAYEE:**

(e.g. Euro, Sterling, US Dollar)

**COST CENTRE:**

(e.g. D140, P1256)

D140

Signature of Payee:

Date:

Signature of HOS/Function:

Date:

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## FOR OFFICIAL USE ONLY

<b>RECEIVED</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>ID No:</b></td> <td style="width: 50%;"><b>Pay Code(s):</b></td> </tr> <tr> <td><b>Cost Centre:</b></td> <td></td> </tr> <tr> <td><b>Entered by:</b></td> <td><b>Value(s):</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>ID No:</b>	<b>Pay Code(s):</b>	<b>Cost Centre:</b>		<b>Entered by:</b>	<b>Value(s):</b>	<b>Date:</b>		<b>PAID</b>
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<b>Date:</b>										

## NOTE

**Forms which do NOT adhere to the below will be rejected  
& payment will not be processed.**

### External Examiner (EE)

An individual is deemed to be an external examiner where the performance of duties includes the assessment of examinations/student material. Income arising to external examiners will be treated as follows:

Irish Resident - EE Fee – Taxable	Non Irish Resident - EE Fee – Taxable
Irish Resident - EE Travel – Taxable	Non Irish Resident - EE Travel - Not Taxable

### Quality Reviewer (QR)

An individual is deemed to be a quality reviewer where the performance of duties includes the assessment of programmes/membership of quality review panels. Income arising to quality reviewers will be treated as follows:

Irish Resident - QR Fee – Taxable	Non Irish Resident - QR Fee – Taxable
Irish Resident - QR Travel – Taxable	Non Irish Resident - QR Travel - Non Taxable

### NOTE:

**In accordance with Revenue instructions we have been advised that any work carried out in the Quality Reviewers/ External Examiners own country will not be taxed through our system but the onus is on each member of staff to comply with their own countries Tax system. All Percentage of work carried out in Ireland will be taxed accordingly.**

**EG: €500 fee for 5 days worked in total, 1 day was worked in Ireland and 4 days worked in their own country. They will be taxed as follows:**

**€100 for worked completed in Ireland will be taxed fully at 40% and €400 for work completed in their own country will not be taxed through the Irish system. The total tax paid on the fee of €500 will be €40.**