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| **University College Dublin**  **Resourcing Expenses Claim Form for External Assessors**  **UCD HR** | | | | | | | | | | | | |
| **Job Reference/Vacancy N⁰:** | | | | **Post Title:**  **HR Administrator:** | | | | | **School/Unit:** | | | |
| **Name:**  **PPS No:**  A PPS number is your Personal Public Service number in Ireland.  Overseas claimants who do not have a PPS number can state N/A. | | | |
| **Departure Date:** | | | | **Interview Date:** | | | |
|  | | | | **Postal Address:** | | | | | | | | |
| **Departure**  **Date:** | | **Arrival**  **Date:** | TravelDetails: | | Cost:(*Please specify currency*) | | | | | **Bank Details:** | | |
|  | |  |  | | **Travel** | **Accommodation & Vouched Meal** | | **Total**  **Amount** | | Claimant’s Email Address:   |  | | --- | |  |   Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account N⁰: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sort Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  IBAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Routing No: | | |
|  |  | |  | |
| Due to the date and time of interview, it was necessary for my travel arrangements to incorporate an overnight stay of **\_\_\_** night(s) in Dublin. | | | | | | | | | | | | |
| **Claimants Signature:** | | | | | | | **Date:** | | | | **FOR OFFICE USE ONLY:** | |
| **Note**: | * Guidelines for travelling costs are as follows:   Travelling by train or bus from within Ireland (including Northern Ireland) €85  Travelling from Great Britain €250  Travelling from mainland Europe €350  Travelling from all other locations €900   * Guideline for overnight accommodation cost is €205.53 per night up to 2 nights. * In the event your costs exceed the guidelines above, please contact your resourcing administrator or hrhelpdesk@ucd.ie * Please go to <https://www.ucd.ie/hr/resourcing/coreexternallyfundedresourcing/interviewexpenses/> for further details, FAQ’s and download the UCD Expense Claim Form. **(All receipts must be presented with a completed Expense Claim Form)** | | | | | | | | | | **Travel**: |  |
| **Vouched Meal & Accommodation**: |  |
| **TOTAL:** |  |
| Requested by (HR): |  |
|  | | | | | | | | | | Date: |  |
| Date claim sent to the Bursar’s Office: |  |