

**PHD ORAL EXAMINATION—EXTERNAL EXAMINER’S EXPENSE CLAIM**
**GUIDELINES FOR THE EXPENSE FORM FOR EXTERNAL EXAMINERS**

Travel expenses (lowest available airfare, expenses associated with lodging and board, and ground transportation to and from the airport) will be covered by the university. Payment will be sent to you by cheque as soon as we receive your signed expense claim form, which is enclosed. Your signature must be original.

Please make sure that the original receipts are attached, including your original airline ticket or e-ticket information and boarding pass(es). In addition, we will need to have your home mailing address, to which your reimbursement will be forwarded.

- ELECTRONIC VERSION OF THIS FORM CAN BE FOUND ONLINE AT  
<http://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/forms.html>

FULL NAME OF EXAMINER:
HOME MAILING ADDRESS:
E-MAIL ADDRESS:

NAME OF CANDIDATE:
DEPARTMENT:
DATE OF DEFENCE:

	CDN \$	OTHER CURRENCY (INDICATE SPECIFIC CURRENCY)
TRAVEL: (Original ticket must be submitted. If electronic ticket is issued, the receipt <u>plus</u> all boarding passes must be submitted.)		
HOTEL:		
MEALS: (Per diem \$48 <u>OR</u> original itemized restaurant receipts (not Interac/ credit card receipts) required)		
OTHER:		
<b>TOTAL EXPENSES:</b>		

<b>CERTIFICATION OF CLAIMANT</b>
I hereby certify that these expenditures are true and correct, that the whole expenditure is a proper charge against Dalhousie University's funds or funds administered by Dalhousie University, are in accordance with Dalhousie University travel policy, and that the amounts claimed have not previously been, nor will be, claimed or reimbursed to me by Dalhousie University or any other organization.
<b>SIGNATURE OF CLAIMANT</b> <span style="float: right;"><b>DATE</b></span>

**SUBMIT TO:**

**FACULTY OF GRADUATE STUDIES  
 ATTN: SENIOR THESIS CLERK  
 HENRY HICKS ACADEMIC ADMINISTRATION BUILDING, ROOM 314  
 DALHOUSIE UNIVERSITY  
 6299 SOUTH STREET  
 PO BOX 15000  
 HALIFAX, NS, CANADA, B3H 4R2**