

EXTERNAL EXAMINER'S EXPENSES COVERED BY THE FACULTY OF GRADUATE STUDIES (FGS)

PLEASE NOTE: This form is for departmental use. This is **NOT** to be sent to the external examiner.

FGS will cover a maximum of \$1,000 per PhD Defence. The student's department is responsible for the rest.

Following is a breakdown of limits FGS will cover for each expense category:

- **Transportation:** Airfare (lowest available fare)
Commercial ground transportation
Airport parking
Private vehicle (maximum \$0.44 CAD/km per private vehicle)
- **Unreceipted Meal Per Diem:** Breakfast: \$10 CAD per diem
(Maximum 2 Days) Lunch: \$14 CAD per diem
Dinner: \$24 CAD per diem
- **Accommodation:** Two nights (if justified by defence scheduling) at the lowest rate.

Please note the following Dalhousie rates (these 2018 rates are for information only):

Lord Nelson: Jan 1 to Apr 30 & Nov 1 to Dec 30 — \$119.00 + 17% taxes = \$139.23/night
May 1 to Oct 31 — \$155.00 + 17% taxes = \$181.35/night

Atlantica Hotel Halifax: Jan 1 to Apr 30 & Nov 1 to Dec 31 — \$115.00 + taxes = \$134.90/night
May 1 to Oct 31 — \$139.00 + taxes = \$163.05/night

The Halliburton: Jan 1 to May 31 & Oct 1 to Dec 31 — \$139.00 + taxes = \$163.05/night
June 1 to Sept 31 — \$159.00 + taxes = \$186.51/night

Important Notes:

In order to expedite payment of the external examiner as rapidly as possible, please note the following:

- All defence-related bills/expense claims being covered by FGS must be submitted as soon as possible following the defence. Upon receipt of all defence-related claims for reimbursement (External Examiner Expense Claim, Direct Hotel Billing), the claim will be reviewed and approved expenses will be authorized for payment.
- Original receipts are required for all expenses incurred before they can be reimbursed, including all boarding passes— photocopies are not acceptable. (Receipts are not required for eligible per diem amounts claimed).
- When the external examiner's expense claim is submitted to FGS by the department, please provide an account number (not NSERC as per NSERC rules) for expenses not covered by FGS. FGS will process the claim, allocating the expenses between FGS and the department accordingly, and will return the claim to the department for authorized signature. When the external examiner's expense claim is submitted directly to FGS by the external examiner, the department will be contacted for an account number.
- FGS does not cover the cost of entertaining the External Examiner.
- FGS does not cover an honorarium to the External Examiner.