

## External Examiners and Assessors Fee and Travel Expenses Guidelines – Revised August 2025

External Assessors and Examiners shall normally be paid one specified **fee** per academic year for the work they undertake and be reimbursed for **expenses** they incur in providing the service.

All rates are effective per Department of Public Expenditure, NDP Delivery and Reform (DPER) Circulars issued and are subject to change, in line with TU Dublin policy.

Following initial set-up with TU Dublin, and upon submission of the **External Examiner Report** (External Examiners) or attendance at a review or validation panel event and completion of work associated with the outcome reports (Assessors), fee and travel expenses should be claimed on the **P8 TU Dublin External Examiners/Assessors Fee & Expense Claim Form**<sup>1</sup>.

### NOTES

#### 1. Fee (taxable)

The current applicable fee is **€550** per examiner per annum. Fee payments will be made under deduction of all relevant taxes per [www.revenue.ie](http://www.revenue.ie) rules:

- **IRL-based** examiners/assessors will be issued with a TU Dublin staff number and paid via PAYE
- **Non-IRL-based** examiners/assessors who **travel to TU Dublin** to complete their work should apply for a Personal Public Service Number (PPSN), following which they will be issued with a TU Dublin staff number and paid via PAYE<sup>2</sup>.
- **Non-IRL-based** examiners/assessors who **complete their work fully remotely from abroad**, will be paid via Electronic Funds Transfer (EFT)<sup>2</sup>.

#### 2. Travel Reimbursement (not taxed)

Reasonable travelling expenses shall be payable to External Assessors/Examiners on the provision of valid original receipts.

For travel within Ireland, public transport should be claimed.

In exceptional circumstances, where it is not feasible to use public transport, private cars may be used, **with prior approval (contact the relevant School)**. The TU Dublin reduced mileage rates will be applied from **1<sup>st</sup> September 2022**<sup>3</sup>:

<b><u>PER KM RATES</u></b>	<b><u>EUR€</u></b>
<b>Under 1200cc</b>	<b>21.23c</b>
<b>1201 to 1500cc</b>	<b>23.80c</b>
<b>1501cc and over</b>	<b>25.96c</b>

For travel from outside Ireland, economy fares should be obtained. **Business /First Class travel is not reimbursable.**

Reimbursements will only be made for properly supported claims (e.g. original receipts for economy class flight costs, train/bus travel costs, and taxi fares, when it is not feasible to use public transport).

### 3. Accommodation/Subsistence (not taxed)

Normally, Schools will book hotel accommodation for Examiners. In the event that an Examiner books his/her own hotel accommodation, the University will reimburse the cost of accommodation and meals at the TU Dublin Normal Overnight Rate **applicable from 29<sup>th</sup> January 2025<sup>4</sup>**, for each 24-hour period of the visit.

<b>SUBSISTENCE RATES</b>	<b>EUR €</b>
<b>Normal Overnight Rate (24 hours)</b>	<b>205.53</b>
<b>Day Rate (10 hours and over)</b>	<b>46.17</b>
<b>Day Rate (over 5, less than 10 hours)</b>	<b>19.25</b>

Where claimants cannot source accommodation within this rate (Dublin only), additional costs, supported by receipts, will be reimbursed to an overall maximum value (or “VA Rate”) of the Normal Overnight Rate plus the “10 hours or more” Day Rate i.e. **€251.70**.

Where receipts are not submitted, the relevant TU Dublin Normal Overnight Rate will be applied.

#### Overnight Subsistence Allowance:

Please note that an overnight allowance will not generally be payable for an absence within 100km of a claimant’s home or headquarters. However, in exceptional circumstances and where the University is satisfied that an operational need exists, a night allowance may be paid for an absence on duty at any place within the above distance limits but in excess of 50km from home or headquarters.

#### Day Subsistence Rates:

Please note that a day allowance is not payable for any absence at any place within 8kms of a claimant’s home or headquarters.

### 4. Currency of Payment

The payment will be made by TU Dublin in Euro (€). The exchange rate<sup>5</sup> to be used for currency conversion will be that which applied on the date on which the expenditure was incurred i.e. the date on the receipt.

The amounts entered on a claim form should be in the currency of the receipt.

<sup>1</sup> *TU Dublin External Examiners/Assessors Fee & Expense Claim Form* is found here [P8Fam](#)

<sup>2</sup> *Non-IRL-External-Examiners-and-Assessors-full-setup-and-claims-process*

<sup>3</sup> *Revenue Motor Travel Rates from 01 Sept 2022* (no update to these rates since 2022 as at August 2025)

<sup>4</sup> *Revenue Standard Domestic Subsistence Rates - Circular 04/2025*

<sup>5</sup> Exchange rate should be sourced at [www.xe.com](http://www.xe.com)