

## External Examiner's Expense & Honorarium Claim

Review the information on page two before completing the form. Submit completed form with original receipts to the Faculty of Graduate Studies. Please note: Claims older than 6 months from date of receipt by FGS will **NOT** be processed.

**Note:** External examiners are not York employees.

External examiner information		
Surname	Given name(s)	
Social Insurance Number (required for honorarium payment)	Date of birth (mm/dd/yyyy)	
Mailing address	City	
Student information		
Surname	Given name(s)	
Program		
Please attach receipts for all the expenses listed.		
Type	Allowances	Total (\$)
Travel	Car: \$0.45@km	km x \$ 0.45 =
	Other Air/Bus/Rail	
	Taxis (2 trips):	
Meals (receipts required)	<input type="checkbox"/> Breakfast (included in Schulich accommodation), \$12.00 maximum	
	<input type="checkbox"/> Lunch \$17.00 maximum	
	<input type="checkbox"/> Dinner \$36.00 maximum	
Lodging*	\$146.00 (plus tax) maximum	
Other (please specify)		
<b>Total</b>		
External examiner signature		Date (mm/dd/yyyy)

**Privacy:** Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416) 736-2100 x 55521.

## External Examiner's Expense & Honorarium Claim - Information

### Notes

\* The Faculty of Graduate Studies requires that External Examiners who stay overnight use the ELC Schulich School of Business Hotel (on campus) at:

4700 Keele St, North York, Ontario M3J 1P3

Telephone: (416) 650-8300

Fax: (416) 650-8333

E-mail: [reservations@schulich.yorku.ca](mailto:reservations@schulich.yorku.ca).

The rate at the ELC Hotel is \$146.00 plus tax (includes breakfast). The Faculty of Graduate Studies will not reimburse for accommodation above this amount.

- York University will provide mileage reimbursement of 45 cents per kilometre, or economy air fare (whichever is less) plus one night's accommodation and ground transportation to and from the university. Rental of automobiles is not authorized unless a saving is evident. Meal expenses are subject to the York University per diem rate, *maximum*; however, original receipts for all meals and other expenses are required in order to obtain reimbursement. Please note that BOTH airline ticket and boarding pass are required.
- If expenses were incurred in U.S. currency, please state this fact beside the amount. Withholding Tax is deducted at source on all Honoraria.