

**UNIVERSITY OF IBADAN**  
**POSTGRADUATE SCHOOL**  
**CLAIMS FORM FOR EXTERNAL EXAMINERS FOR HIGHER DEGREES**  
*(Please complete in triplicate)*

Name of Claimant \_\_\_\_\_

Address of Claimant \_\_\_\_\_

Status: Professor [        ]      Reader [        ]      Senior Lecturer [        ]

**Bank Details:** (a) Bank & Branch.....  
 (b) Account No.....  
 (c) Sort Code.....

Telephone No.:..... e-mail address:.....

Examination: \_\_\_\_\_ Candidate: \_\_\_\_\_

**SCHEDULE OF PAYMENT TO EXTERNAL EXAMINERS**

(a)	For participating in the Master's Degree Examination (by course work) and project report:	<b>Approved Rate (₦)</b>
	(i) Up to 25 candidates @ N3,000.00/candidate (maximum) (No External Examiner can examine more than 25 candidates)	
	(ii) For participating in the M.Phil/M.P.H. Examinations (per candidate).....	25,000.00
	(iii) For participating in Ph.D, M.D.....	40,000.00
(b)	<i>The University will also be responsible for the following:</i>	
	(i) Tourist/Air and/or Economy Class Sea or Rail/return passage	
	(ii) Road Travel Claims at (₦20.00k) per k.m. (appropriate University mileage form should be filled), car hire claims are subject to approved maximum amount	
	(iii) Hotel Accommodation (special request must be made in writing by the Head of Department if and when necessary)	

- Note:**
- (1) Examiners who purchase their ticket directly would be expected to submit the receipt(s) and ticket stub(s) in order to claim a refund of the expenses incurred.
  - (2) Refund for car hire will not exceed 2.5 times the approved mileage rate for the distance covered.
  - (3) Refund for airport taxi drop will not exceed 3.5 times approved mileage rate for the distance covered.
  - (4) Examiners are expected to sleep in the University guest houses. Only in exceptional cases shall hotel bills be paid in lieu of accommodation at the approved official rate (Professor and Reader: N16,000/night, Senior Lecturer: N12,500/night).

**Total**      **₦** \_\_\_\_\_

9. External Examiner's Signature \_\_\_\_\_

10. Claim certified by H.O.D.: \_\_\_\_\_ Date \_\_\_\_\_

Official Stamp \_\_\_\_\_

\*External examiners should note that claims may be settled within a day provided the concerned Departments submit the necessary claim forms by 10.30 a.m. of the day of the examination.

*The Bursar,  
 University of Ibadan*

Please arrange for payment to be made to the External Examiner named above. For external examiners from outside Nigeria, their fees should be paid from the university's foreign account.

**Dean  
 Postgraduate School**