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:  
Approved Rate (₦)
(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) The University will also be responsible for the following:
(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________________________ Date __________________

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