

## External Examiner's Expense Pre-Approval Form

Date of defence	External examiner	External examiner's address

Student Information		
Surname	Given name(s)	
Student number	E-mail	
Program	Degree & level of study	Current status

External Examiners whose expenses will likely be over \$350.00 must have these estimated expenses approved by Office of the Dean, Faculty of Graduate Studies, *prior* to being invited to attend as an examiner. FGS sets limits on the amounts approved.

Estimated expenses in Canadian funds (\$)				
Travel	Meals (max. \$65)	Lodging (max. \$139 + tax)	Other	Total

- The Faculty of Graduate Studies will reimburse expenses incurred by the external examiner him/herself. It does not reimburse faculty members who treat externals as their guests.
- Travel expenses covered are either a mileage reimbursement of 45 cents per kilometre, or economy air fare (whichever is less) plus ground transportation to and from the university, and one night's accommodation. Rental of automobiles is not authorized unless a saving is evident.
- Meal expenses are subject to the York University maximum rates; however, original receipts for all meals and other expenses are required in order to obtain reimbursement.
- We require that External Examiners who stay overnight use the Executive Learning Centre Hotel at the Schulich School of Business. The rate at the ELC Hotel is \$139.00 plus tax (includes breakfast). Graduate Studies will not reimburse for anything above this amount.

Graduate program director name	Signature	Date (mm/dd/yyyy)
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FGS use		
<input type="checkbox"/> Approved	Manager, Student Affairs	Date (mm/dd/yyyy)

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