

Visa Expenses Claim Form

Name:	
Date of Birth:	Payroll Number:
School/Department:	

Expense Type	Amount (GBP)	Account Code	Sub Project
Visa Fee		3002	
Immigration/Health Surcharge		3002	
TOTAL CLAIM			

Please note:

- All expenses paid in relation to visa and associated fees are subject to deductions for tax and national insurance
- Visa renewals may be claimed for current employees, where the visa is required for the performance of duties
- Claims for visa expenses must be made within 14 months of the employee incurring the expense
- Claims must only cover the cost of Visa Fees, Immigration Surcharges and Health Surcharges
- Costs relating to claims for Relocation must not be submitted on this form. Please use the relocation expense claim form
- All Visa claims will be costed to account code 3002
- If a sub project code is not provided this cost will be paid using the Employee's Home Cost Code
- All claims must be submitted with matching receipts attached

If you receive visa expenses and you leave voluntarily or are dismissed other than by reason of redundancy within three years of submitting the claim you will be required to repay the expenses on the following scale: within first year 100%; within second year 50%; within third year 25%

Claim Submitted by:

Employee Signature & date

Claim Authorised by:

Authorising Signature & date

Print Authorising Signatory Name

Position In School:

Visa expense claims can only be authorised by Director, Deputy Director, Head of School, Head of Department or equivalent

Completed claims should be submitted to the authorising manager or School office to the relevant payroll inbox