

## 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	
<b>TOTAL CLAIM</b>			

**Please note:**

- **All** claims relating to Visa & associated fees are paid subject to deductions for Tax and National Insurance
- Claims for visa expenses will 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

Claim Submitted by:

<i>Employee Signature &amp; date</i>
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Claim Authorised by:

<i>Authorising Signature &amp; date</i>
<i>Print Authorising Signatory Name</i>

Position In School:

(Delete as Appropriate)

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

**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%**

- Completed visa expense claims should be submitted to the Payroll Office, Room 338, Sussex House