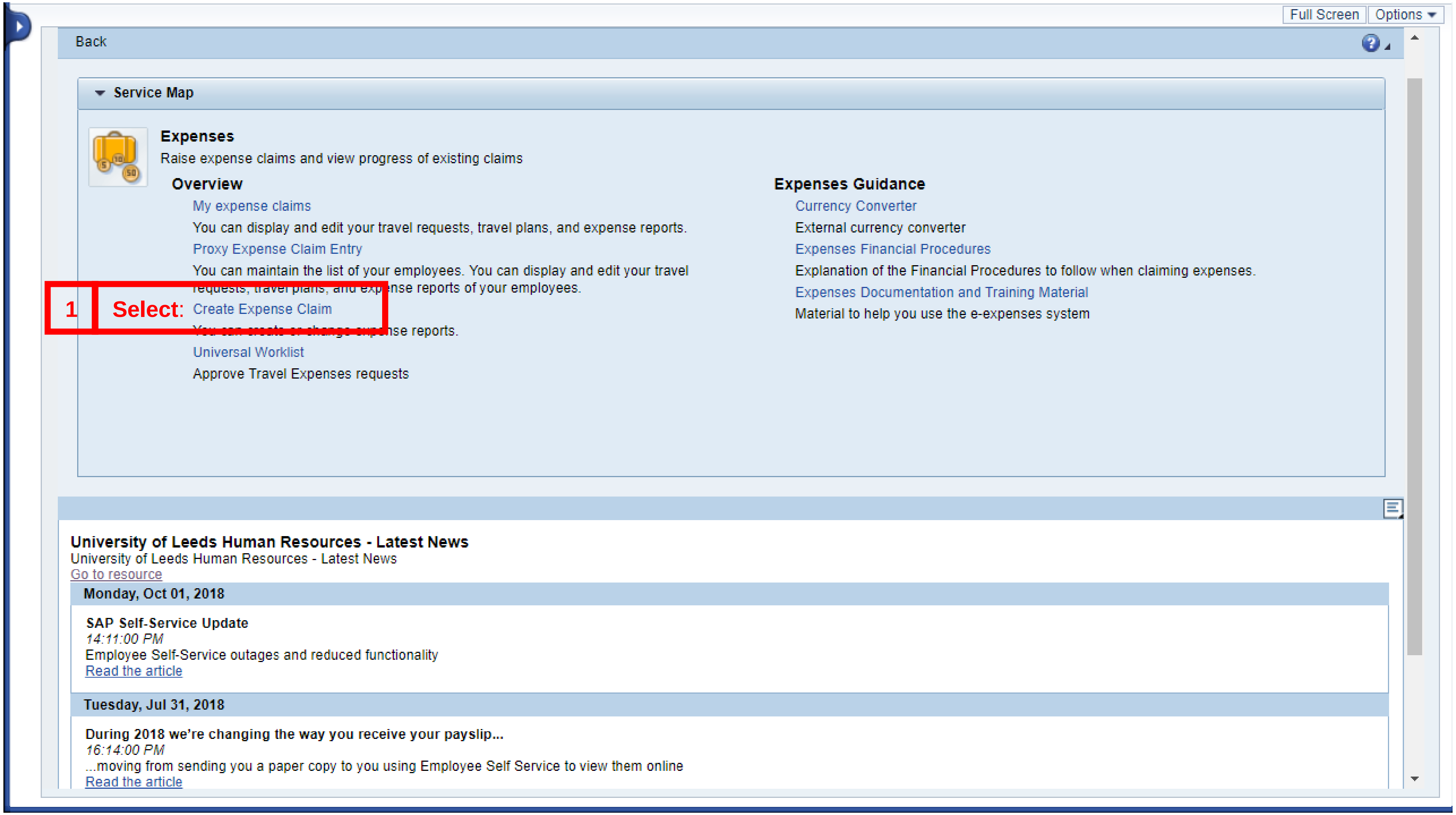
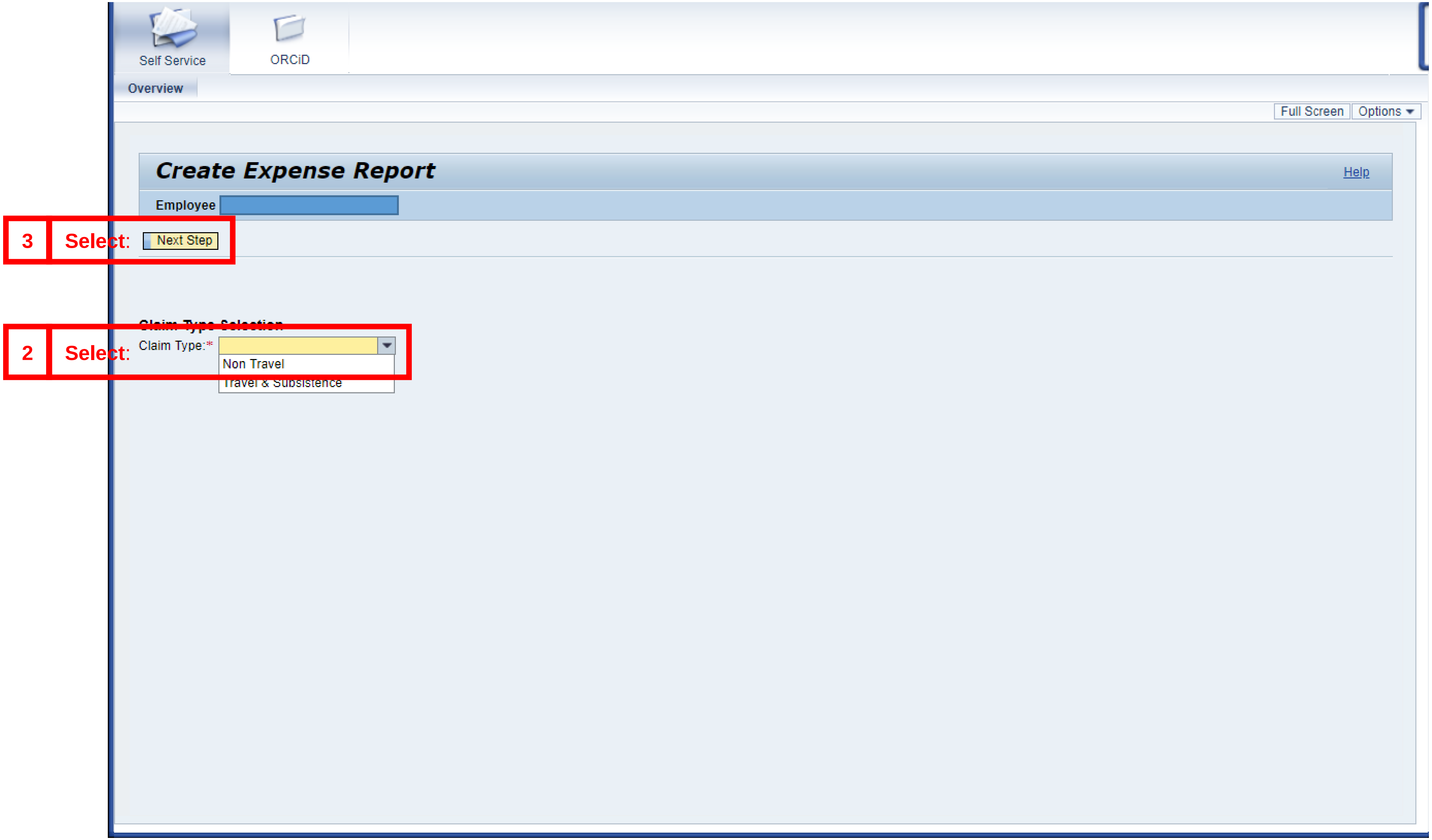
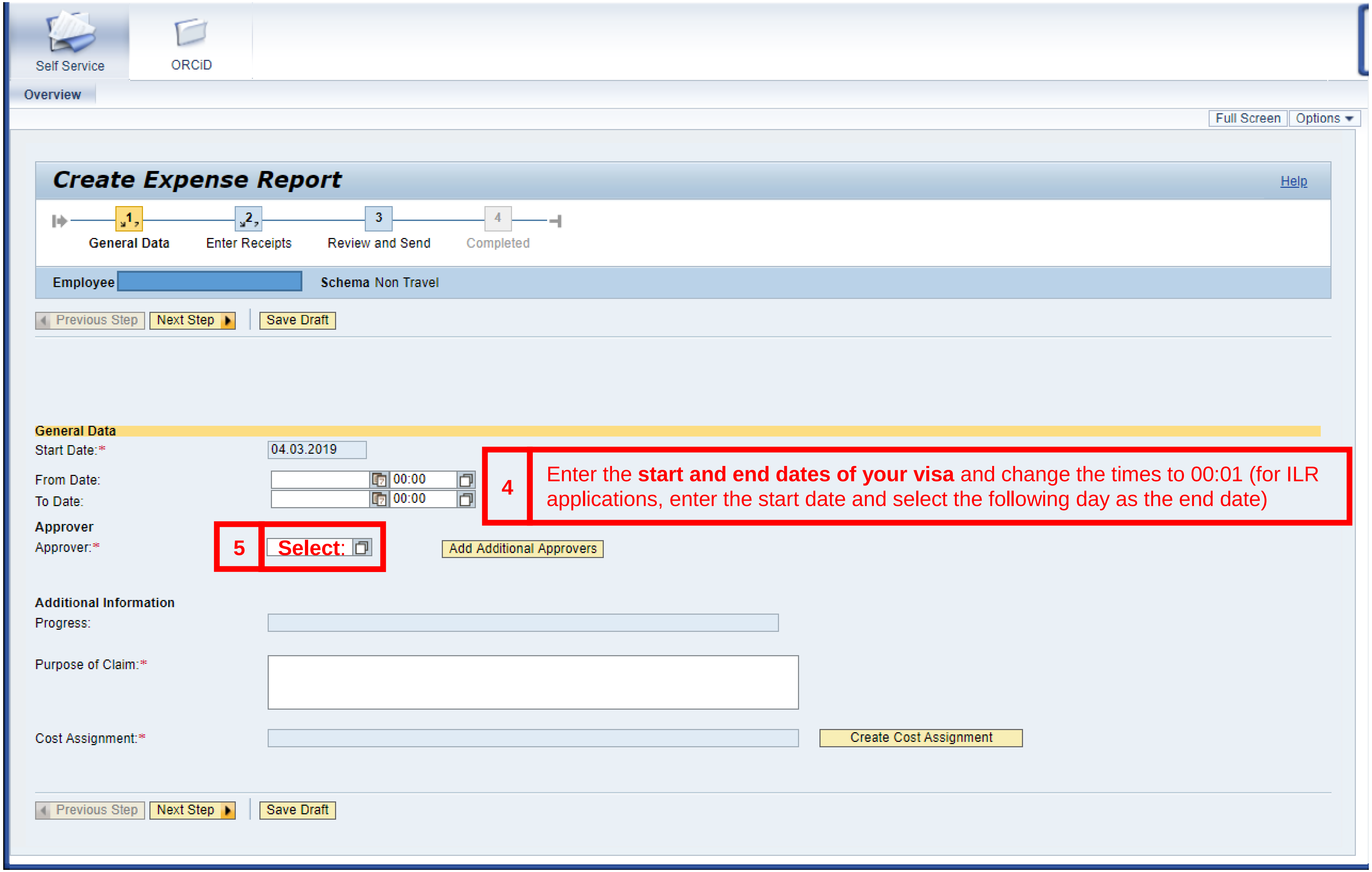
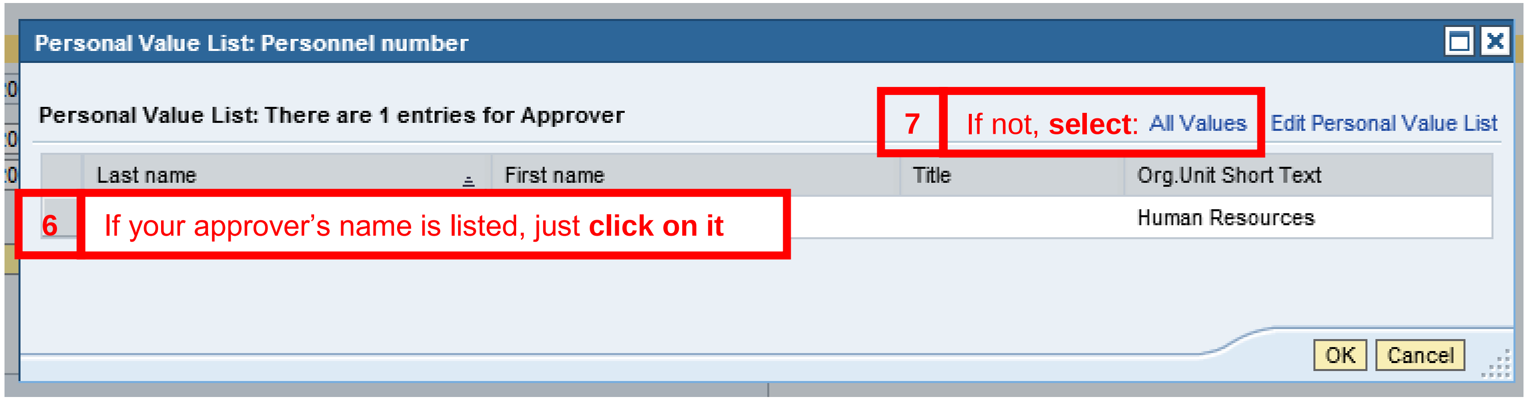
Using e-expenses to claim back your visa application fee

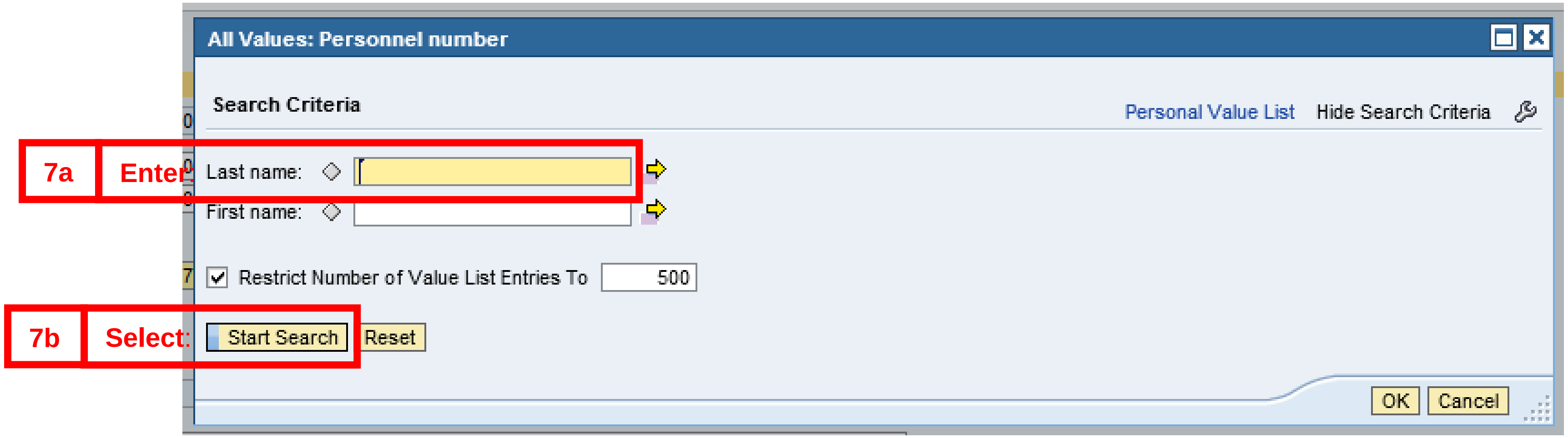
IMPORTANT Before you start:	1. Make sure you have a **receipt** and/or copy of your **confirmation of payment**
	2. Know who your **approver** is (this might be your line manager but check with or your local HR hub first)
	3. Know your **account code** (this is a local account and is normally the account that pays your salary, but again, please with your line manager or local HR hub)

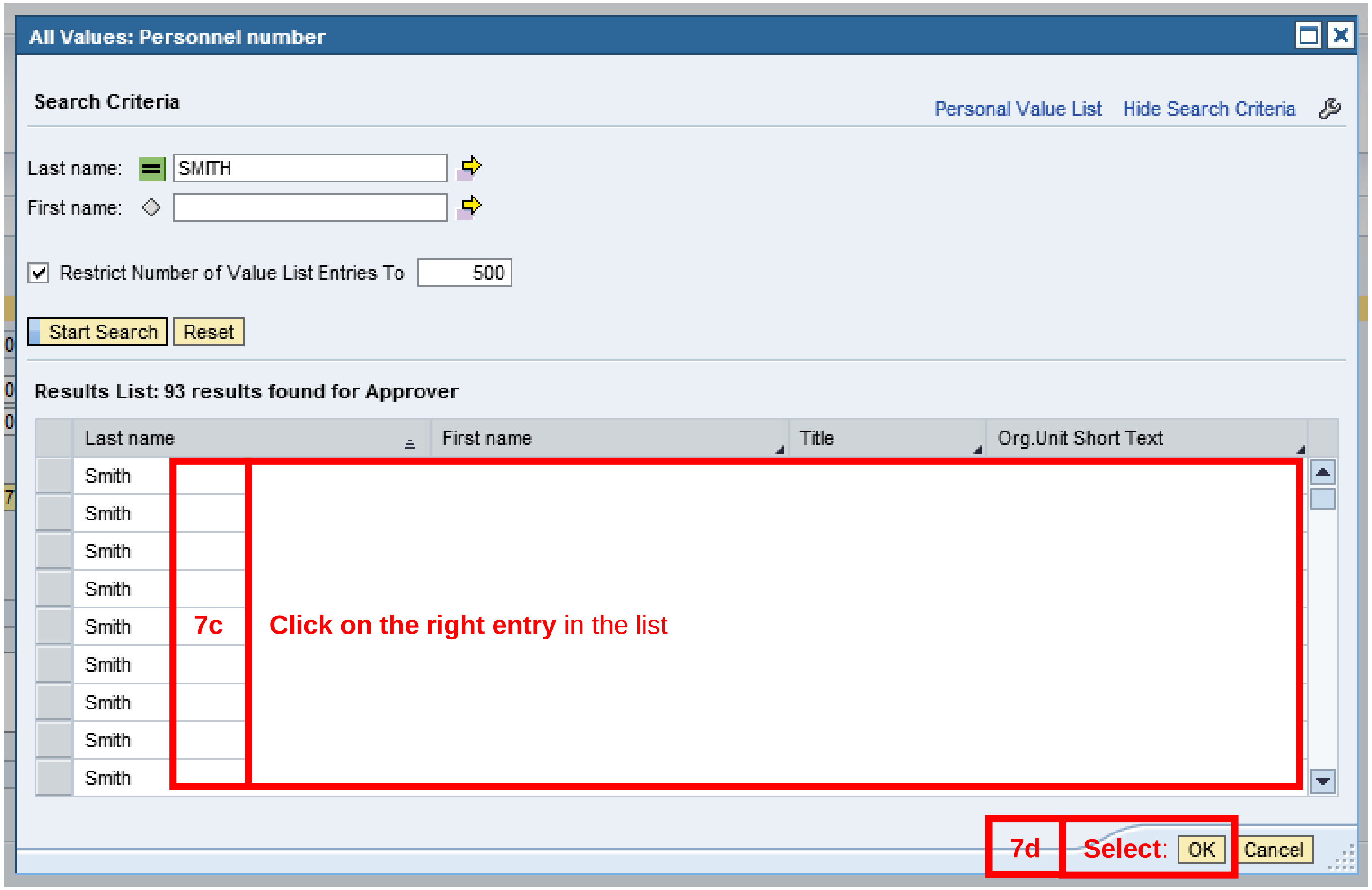


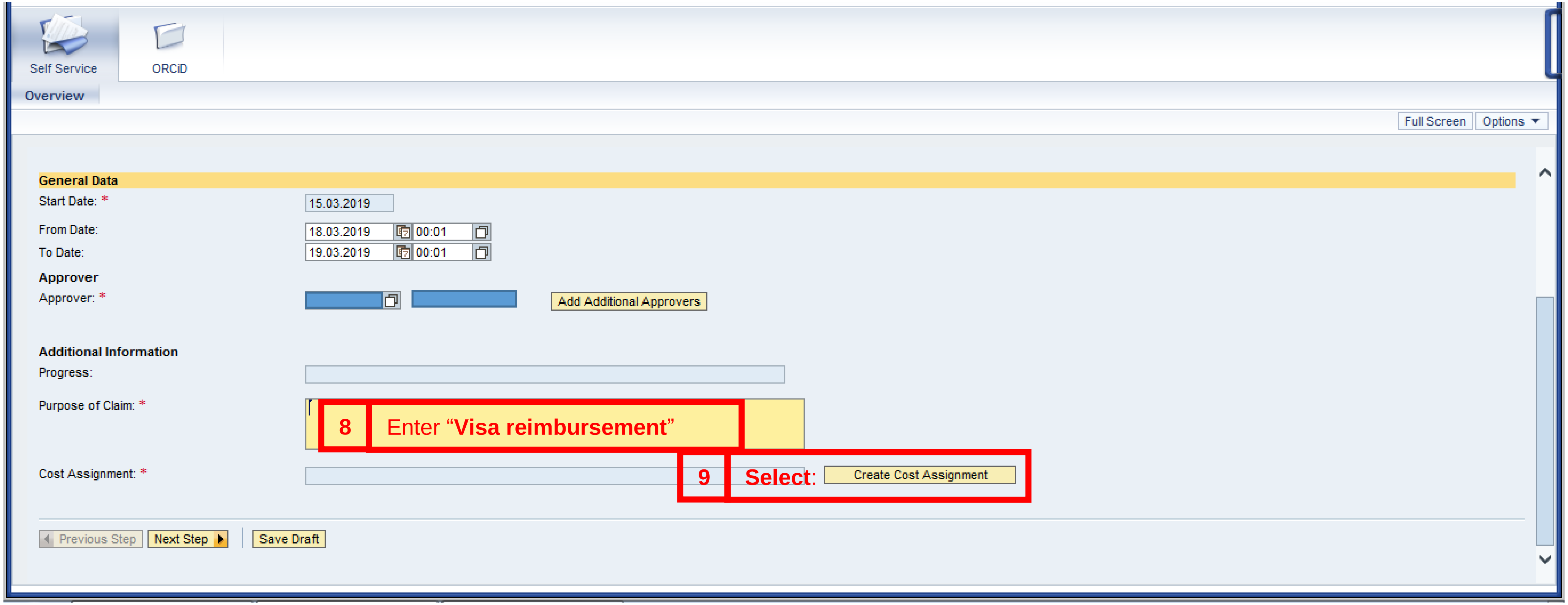

Self Service
ORCiD
Overview
Full Screen
Options
Create Expense Report
Help
Employee
3
Select:
Next Step
Claim Type Selection
2
Select:
Claim Type:*
Non Travel
Travel & Subsistence

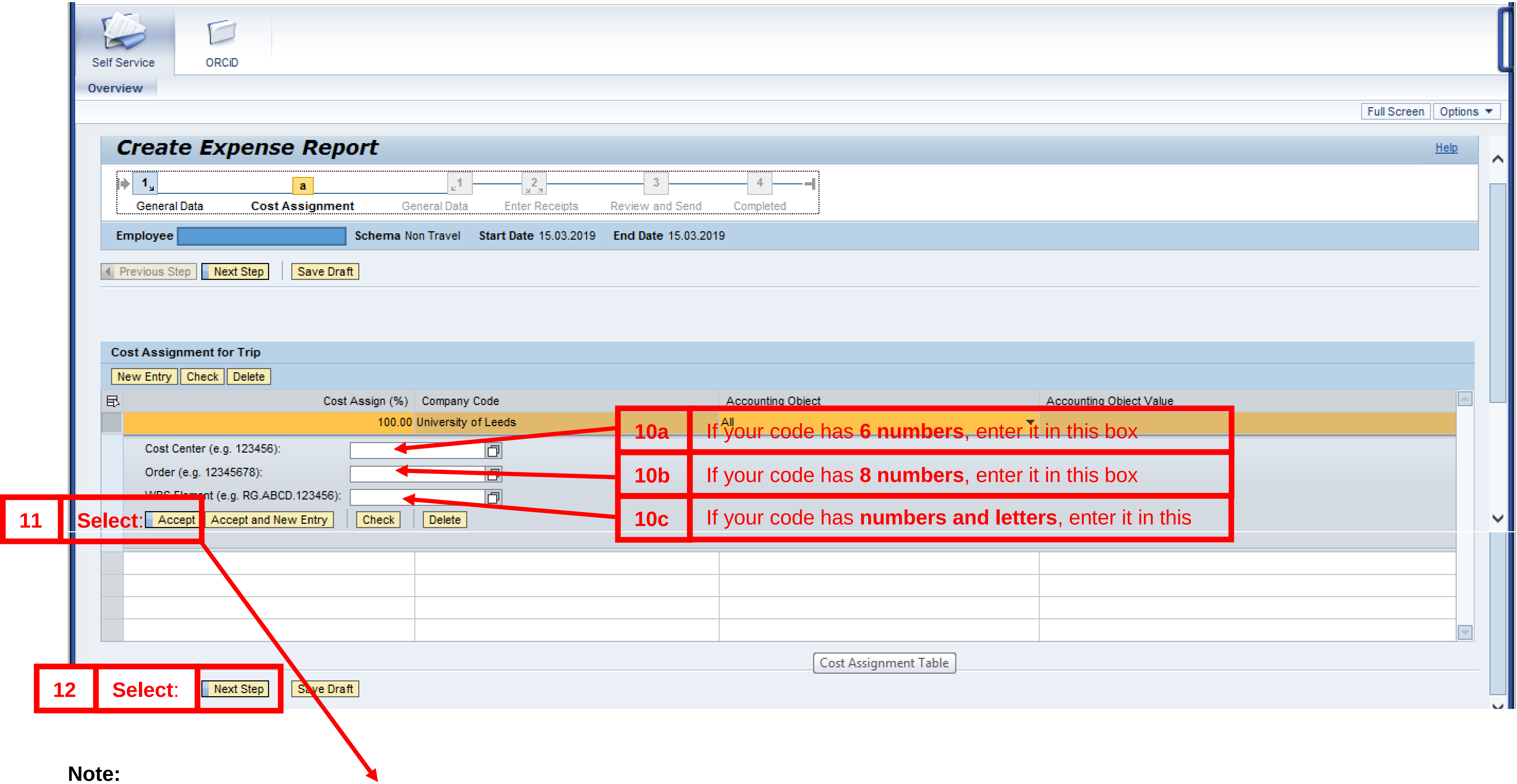

Self Service
ORCiD
Overview
Full Screen
Options
Create Expense Report
Help
1
General Data
2
Enter Receipts
3
Review and Send
4
Completed
Employee
Schema Non Travel
Previous Step
Next Step
Save Draft
General Data
Start Date:*
04.03.2019
From Date:
00:00
To Date:
00:00
4
Enter the start and end dates of your visa and change the times to 00:01 (for ILR applications, enter the start date and select the following day as the end date)
Approver
Approver:*
5
Select:
Add Additional Approvers
Additional Information
Progress:
Purpose of Claim:*
Cost Assignment:*
Create Cost Assignment
Previous Step
Next Step
Save Draft


Personal Value List: Personnel number
Personal Value List: There are 1 entries for Approver
7
If not, select: All Values
Edit Personal Value List
Last name
First name
Title
Org.Unit Short Text
6
If your approver's name is listed, just click on it
Human Resources
OK
Cancel


All Values: Personnel number
Search Criteria
Personal Value List
Hide Search Criteria
7a
Enter:
Last name:
First name:
Restrict Number of Value List Entries To
500
7b
Select:
Start Search
Reset
OK
Cancel


All Values: Personnel number
Search Criteria
Personal Value List
Hide Search Criteria
Last name:
SMITH
First name:
Restrict Number of Value List Entries To
500
Start Search
Reset
Results List: 93 results found for Approver
Last name
First name
Title
Org.Unit Short Text
Smith
Smith
Smith
Smith
Smith
Smith
Smith
Smith
Smith
7c
Click on the right entry in the list
7d
Select: OK
Cancel

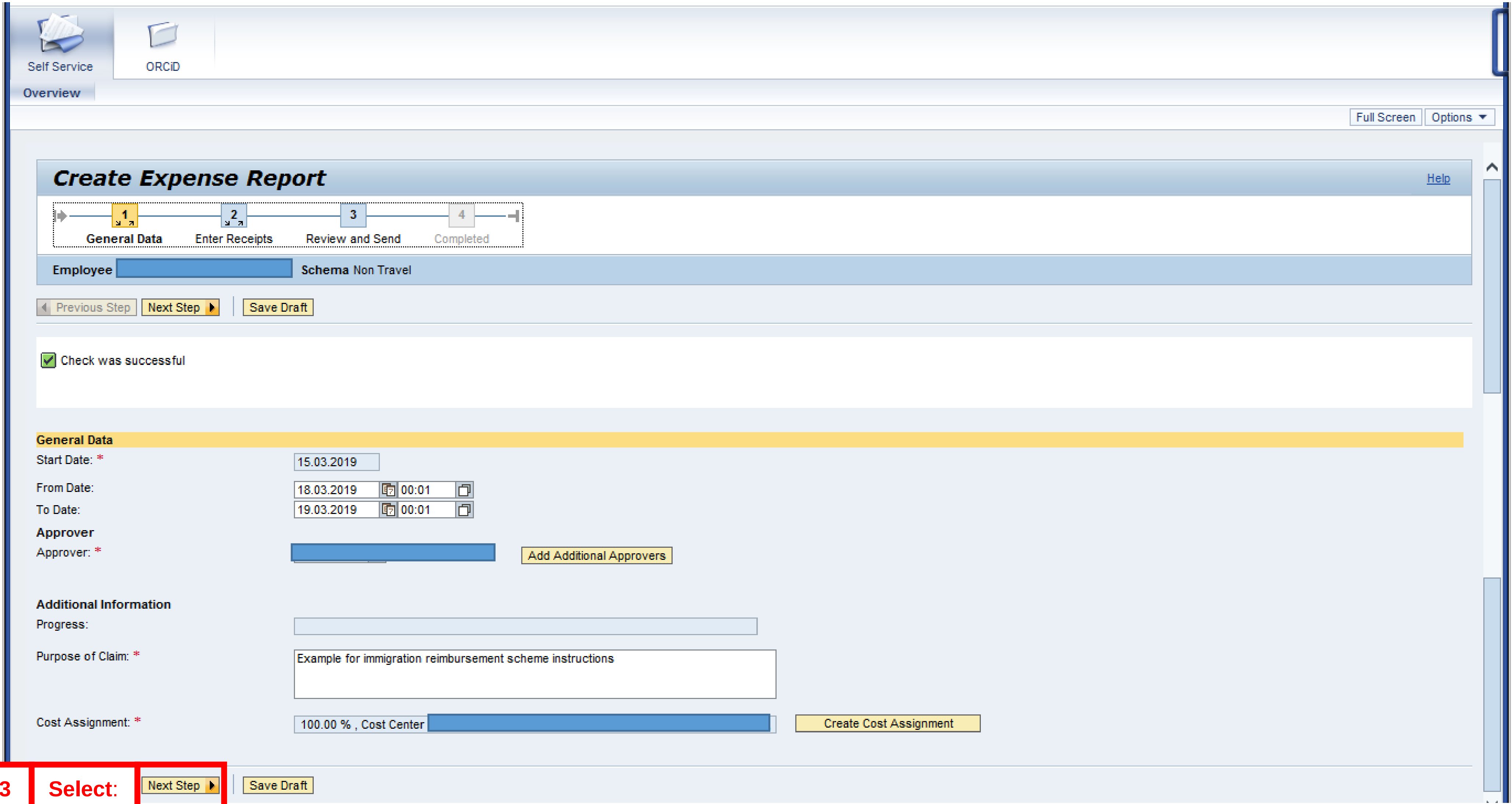

Self Service
ORCiD
Overview
Full Screen
Options
General Data
Start Date: *
15.03.2019
From Date:
18.03.2019
00:01
To Date:
19.03.2019
00:01
Approver
Approver: *
Add Additional Approvers
Additional Information
Progress:
Purpose of Claim: *
8
Enter "Visa reimbursement"
Cost Assignment: *
9
Select:
Create Cost Assignment
Previous Step
Next Step
Save Draft



Note:

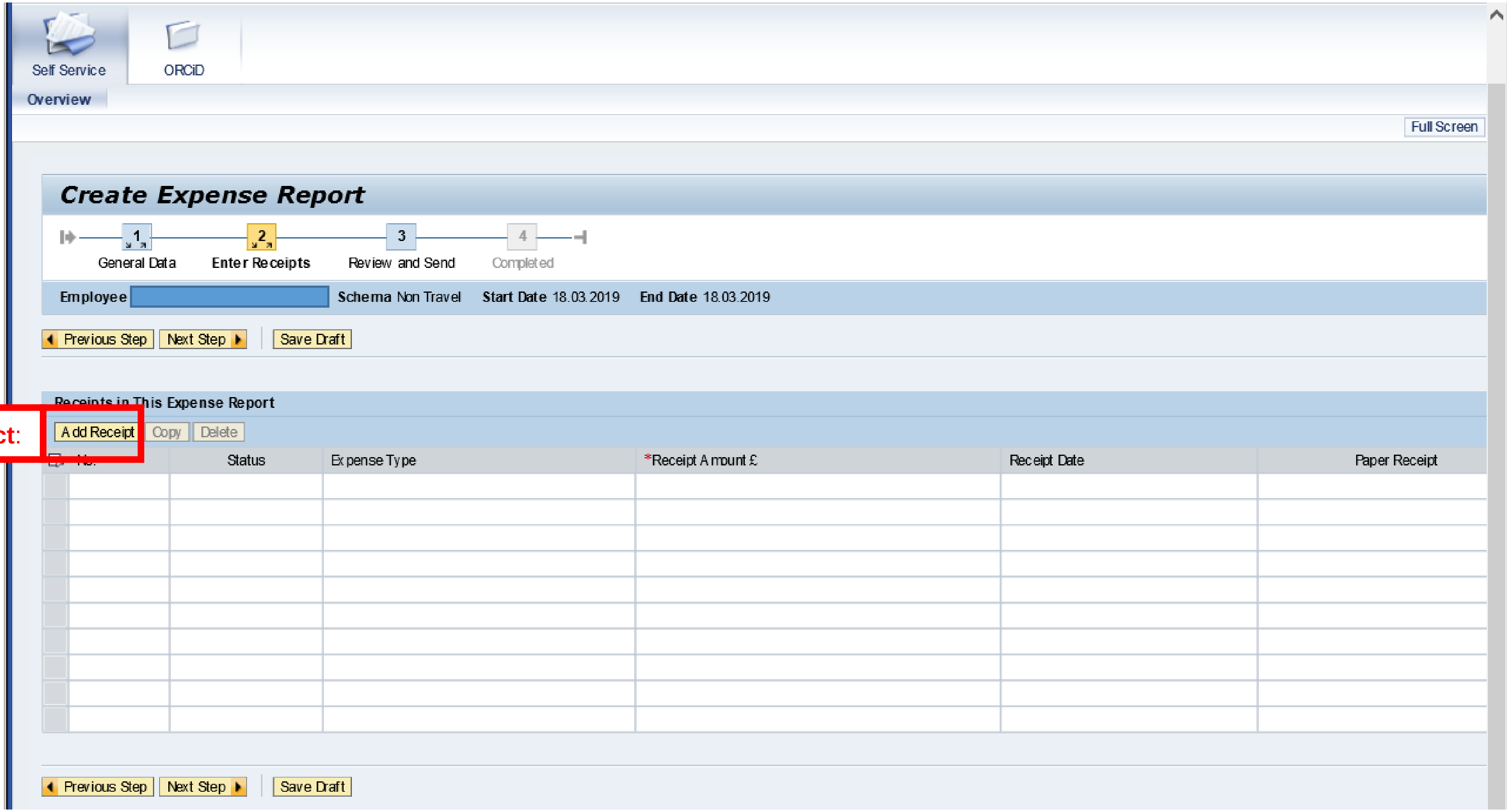
Step 11: If the cost of your visa will be **split between more than one account**, click **Accept and New Entry** and **repeat step 10**

Once you've finished adding account codes, go to **step 11**

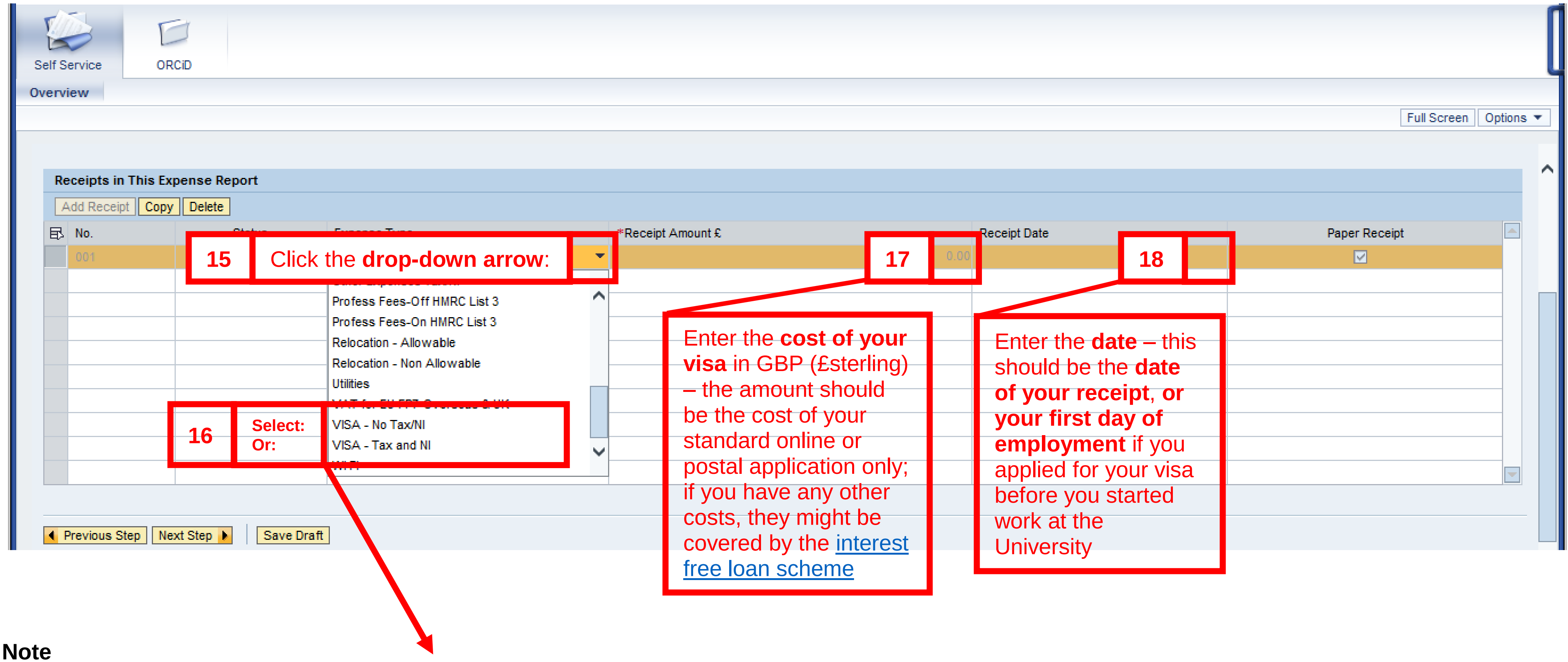

Self Service
ORCiD
Overview
Full Screen
Options
Create Expense Report
Help
1 General Data
2 Enter Receipts
3 Review and Send
4 Completed
Employee
Schema Non Travel
Previous Step
Next Step
Save Draft
Check was successful
General Data
Start Date: *
15.03.2019
From Date:
18.03.2019
00:01
To Date:
19.03.2019
00:01
Approver
Approver: *
Add Additional Approvers
Additional Information
Progress:
Purpose of Claim: *
Example for immigration reimbursement scheme instructions
Cost Assignment: *
100.00 % , Cost Center
Create Cost Assignment
Next Step
Save Draft

13 Select:

14 Select:



Self Service
ORCiD
Overview
Full Screen
Create Expense Report
1 General Data
2 Enter Receipts
3 Review and Send
4 Completed
Employee
Schema Non Travel
Start Date 18.03.2019
End Date 18.03.2019
Previous Step
Next Step
Save Draft
Receipts in This Expense Report
Add Receipt
Copy
Delete
No.
Status
Expense Type
*Receipt Amount £
Receipt Date
Paper Receipt
Previous Step
Next Step
Save Draft

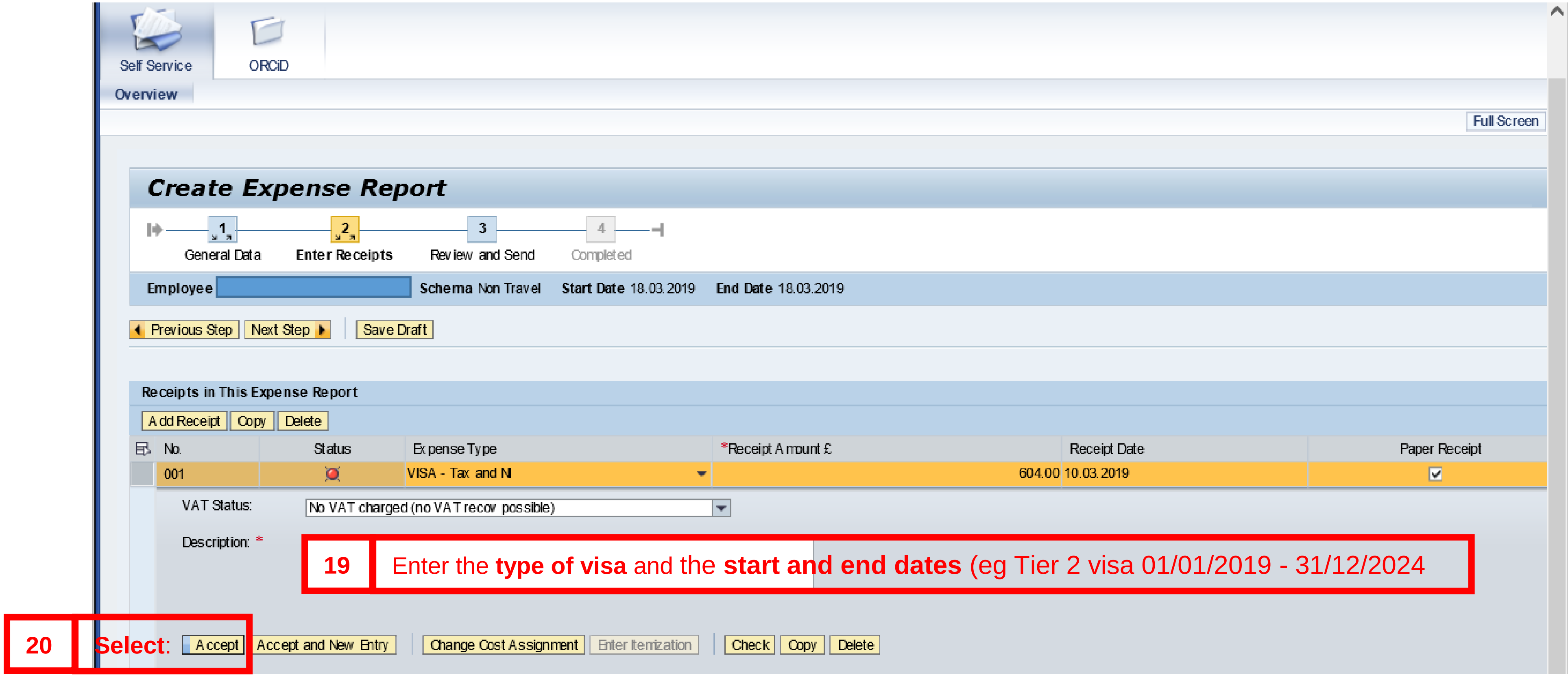


Note

Step 16: If you applied for your visa outside the UK, select **VISA – No Tax/NI**.

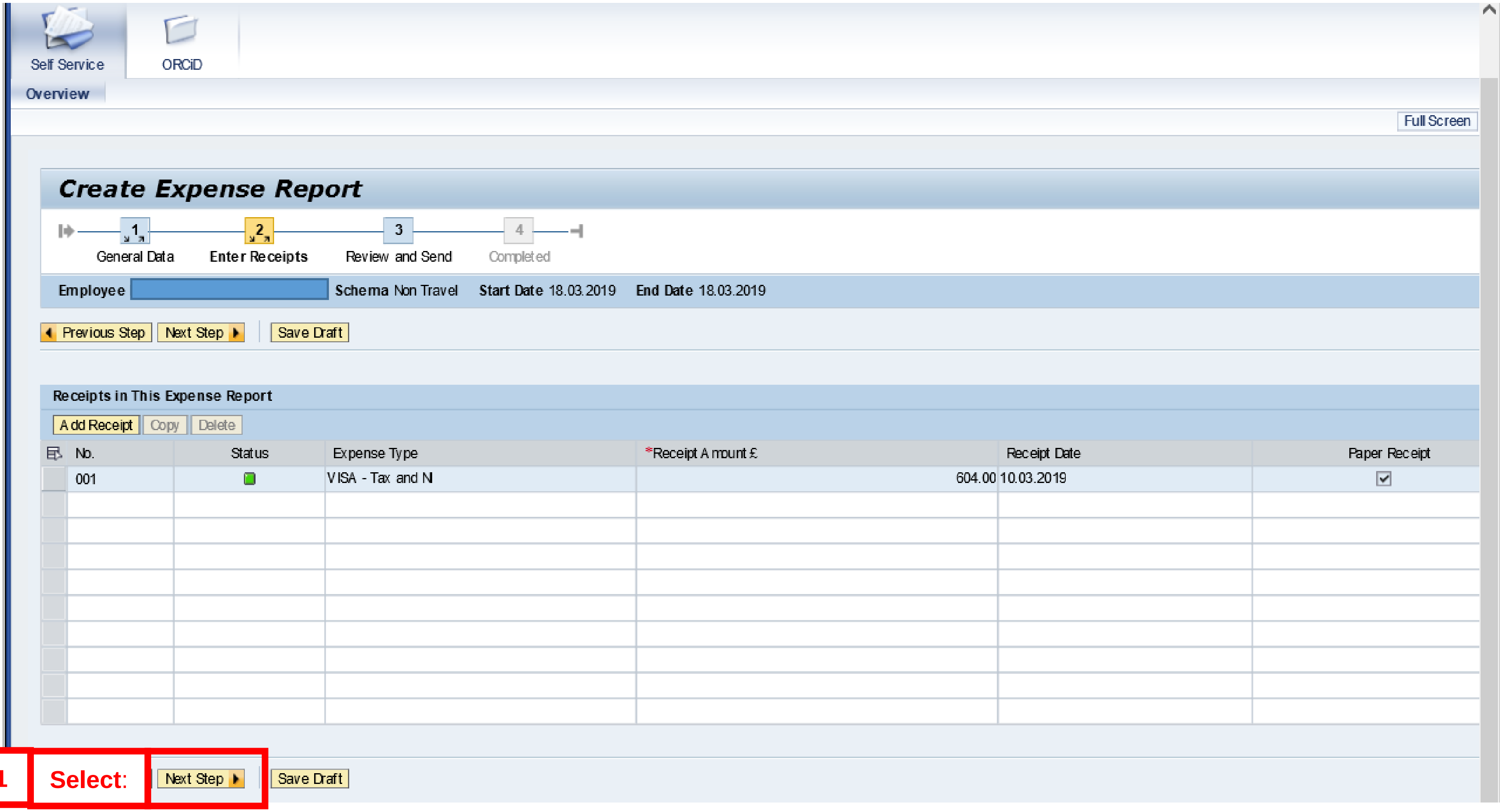
If you applied for your visa in the UK, select **VISA – Tax and NI**

If you select the wrong option, the system won't let you change it, so click **Delete** and then **Add Receipt** again

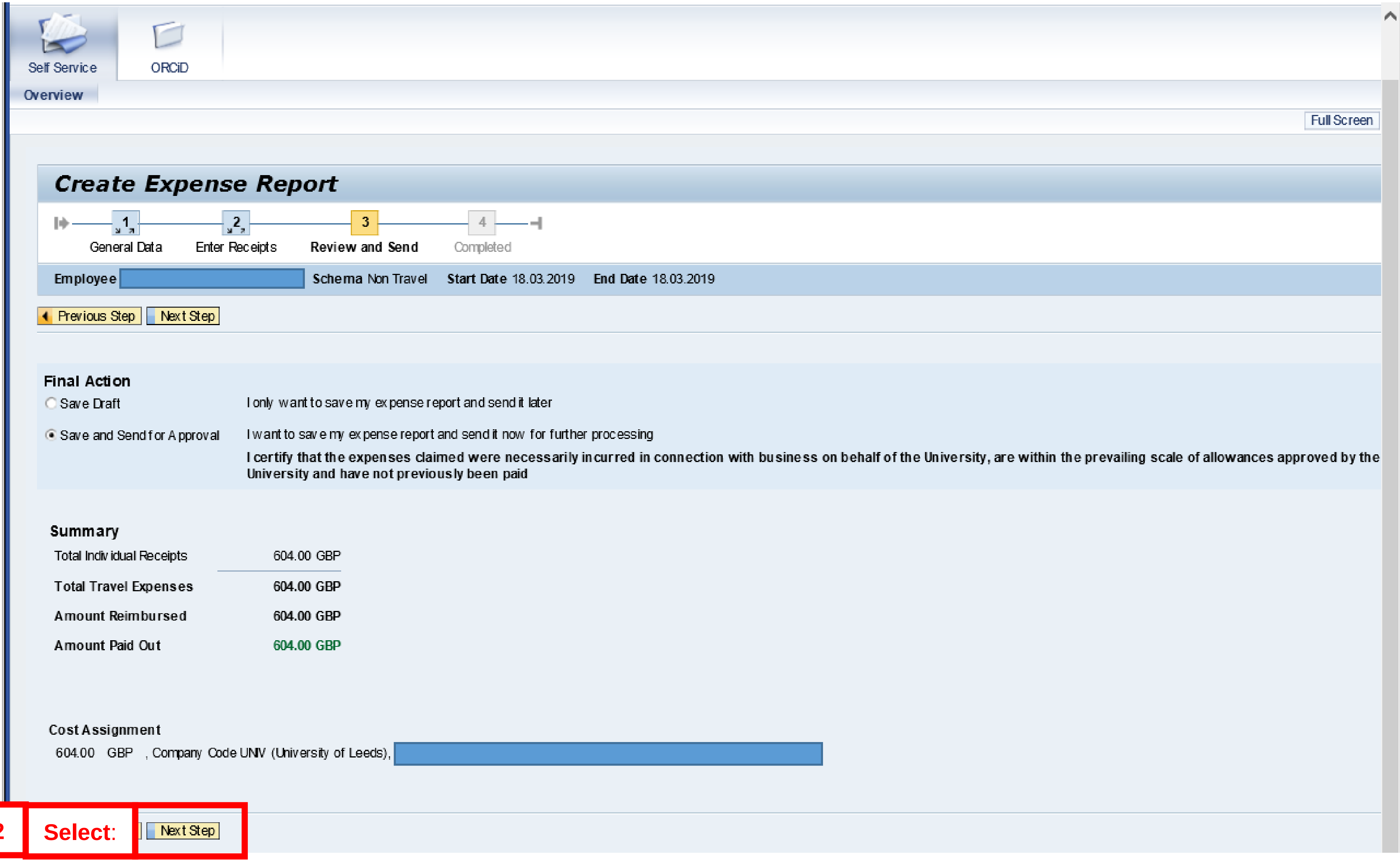


19 Enter the **type of visa** and the **start and end dates** (eg Tier 2 visa 01/01/2019 - 31/12/2024

20 Select: Accept



21 **Select:** Next Step



22 **Select:**

23 Print a copy of your claim and **give it, with your receipt, to your approver** who should sign it and give it back to you

24 Give the signed copy to your finance department for processing