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)

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**Select:**

1. **Create Expense Claim**

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**University of Leeds Human Resources - Latest News**

- **Monday, Oct 01, 2018**
  - SAP Self-Service Update
    - 14:11:00 PM
    - Employee Self-Service outages and reduced functionality
      - [Read the article](#)

- **Tuesday, Jul 31, 2018**
  - During 2018 we're changing the way you receive your payslip...
    - 16:14:00 PM
    - moving from sending you a paper copy to you using Employee Self Service to view them online
      - [Read the article](#)
Create Expense Report

Select:

2 Select: Claim Type Selection
- Non Travel
- Travel & Subsistence

3 Select: Next Step
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).
If your approver’s name is listed, just **click on it**.

If not, **select:**

7a **Enter**

7b **Select**
Click on the right entry in the list.
8. Enter “Visa reimbursement”
9. Select: Create Cost Assignment
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
Create Expense Report

General Data
- Start Date: 15.03.2019
- From Date: 15.03.2019 00:01
- To Date: 19.03.2019 00:01
- Approver: [Text]
- Add Additional Approvers

Additional Information
- Purpose of Claim: Example for immigration reimbursement scheme instructions
- Cost Assignment: 100.00%, Cost Center [Text]
- Create Cost Assignment

13 Select: [Next Step] [Save Draft]
### Create Expense Report

#### Select:

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<thead>
<tr>
<th>ID No</th>
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<td>14</td>
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#### Add Receipt

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<tr>
<th>No.</th>
<th>Status</th>
<th>Expense Type</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
<th>Paper Receipt</th>
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**Employee:**

- Schema: Non Travel
- Start Date: 19.03.2019
- End Date: 19.03.2019
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.

Enter the cost of your visa in GBP (£sterling) – the amount should be the cost of your standard online or postal application only; if you have any other costs, they might be covered by the interest free loan scheme.

Enter the date – this should be the date of your receipt, or your first day of employment if you applied for your visa before you started work at the University.
Enter the **type of visa** and the **start and end dates** (eg Tier 2 visa 01/01/2019 - 31/12/2024)
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.