


## 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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▼ Service Map

 **Expenses**  
Raise expense claims and view progress of existing claims

**Overview**

My expense claims  
You can display and edit your travel requests, travel plans, and expense reports.

[Proxy Expense Claim Entry](#)  
You can maintain the list of your employees. You can display and edit your travel requests, travel plans, and expense reports of your employees.

**1 Select:** [Create Expense Claim](#)  
You can create or change expense reports.

[Universal Worklist](#)  
[Approve Travel Expenses requests](#)

**Expenses Guidance**

[Currency Converter](#)  
[External currency converter](#)  
[Expenses Financial Procedures](#)  
Explanation of the Financial Procedures to follow when claiming expenses.  
[Expenses Documentation and Training Material](#)  
Material to help you use the e-expenses system

**University of Leeds Human Resources - Latest News**  
University of Leeds Human Resources - Latest News  
[Go to resource](#)

**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](#)

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Overview Full Screen   Options ▾

## Create Expense Report [Help](#)

Employee

**3   Select:**

**Claim Type Selection**

**2   Select:** Claim Type:\*



Self Service

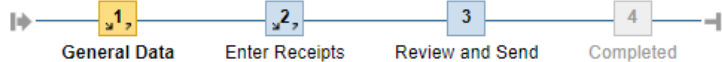
ORCID

Overview

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## Create Expense Report

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Employee  Schema Non Travel

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### General Data

Start Date:\*

From Date:

To Date:

**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**

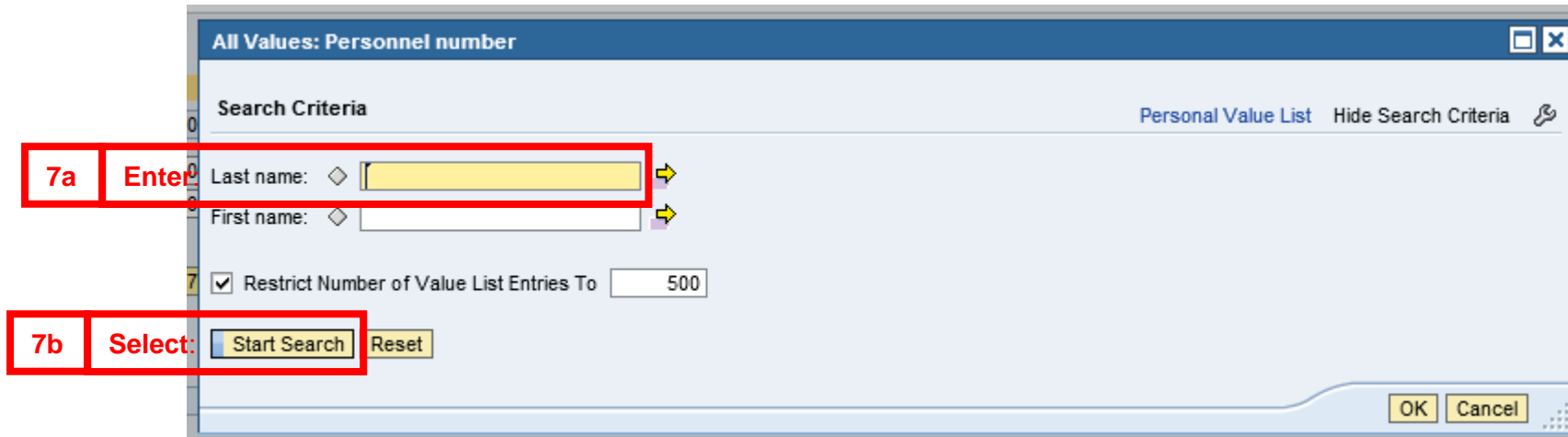
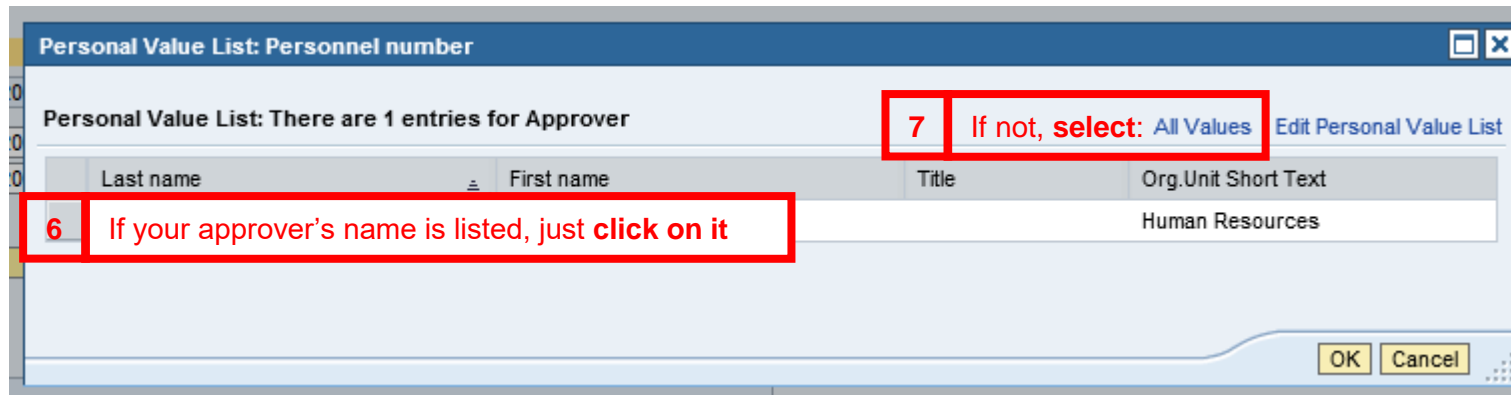
### Additional Information

Progress:

Purpose of Claim:\*

Cost Assignment:\*

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**All Values: Personnel number** Personal Value List Hide Search Criteria

**Search Criteria**

Last name:  ➔

First name:  ➔

Restrict Number of Value List Entries To

**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			
Smith			

**7c** Click on the right entry in the list

**7d** Select:

Self Service ORCID

Overview

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**General Data**

Start Date: \* 15.03.2019

From Date: 18.03.2019 00:01

To Date: 19.03.2019 00:01

**Approver**

Approver: \*

**Additional Information**

Progress:

Purpose of Claim: \*

Cost Assignment: \*

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## Create Expense Report Help

1 a 1 2 3 4  
 General Data Cost Assignment General Data Enter Receipts Review and Send Completed

Employee Schema Non Travel Start Date 15.03.2019 End Date 15.03.2019

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### Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Accounting Object	Accounting Object Value
100.00	University of Leeds	All	

Cost Center (e.g. 123456):

Order (e.g. 12345678):

WBS Element (e.g. RG.ABCD.123456):

Accept Accept and New Entry Check Delete

11 Select:

10a If your code has 6 numbers, enter it in this box

10b If your code has 8 numbers, enter it in this box

10c If your code has numbers and letters, enter it in this

12 Select:

Cost Assignment Table

**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**



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Check was successful

#### General Data

Start Date: \*

From Date:

To Date:

Approver

Approver: \*

Additional Information

Progress:

Purpose of Claim: \*

Cost Assignment: \*

**13** **Select:**



### Create Expense Report



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

No.	Status	Expense Type	*Receipt Amount £	Receipt Date	Paper Receipt

◀ Previous Step Next Step ▶ Save Draft

**14 Select:**

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Receipts in This Expense Report

Add Receipt Copy Delete

No.	Category	Receipt Amount £	Receipt Date	Paper Receipt
001	<div style="border: 1px solid red; padding: 2px;"> <b>15</b> Click the drop-down arrow:         </div> <ul style="list-style-type: none"> <li>Profess Fees-Off HMRC List 3</li> <li>Profess Fees-On HMRC List 3</li> <li>Relocation - Allowable</li> <li>Relocation - Non Allowable</li> <li>Utilities</li> <li>VISA - No Tax/NI</li> <li>VISA - Tax and NI</li> </ul> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;"> <b>16</b> Select: Or:         </div>	<div style="border: 1px solid red; padding: 2px;"> <b>17</b> 0.00         </div>	<div style="border: 1px solid red; padding: 2px;"> <b>18</b> </div>	<input checked="" type="checkbox"/>

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

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**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

Self Service ORCID

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### Create Expense Report

1 → 2 → 3 → 4  
General Data Enter Receipts Review and Send 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

No.	Status	Expense Type	*Receipt Amount £	Receipt Date	Paper Receipt
001		VISA - Tax and N	604.00	10.03.2019	<input checked="" type="checkbox"/>

VAT Status:

Description: \*

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

**20** Select:



Self Service

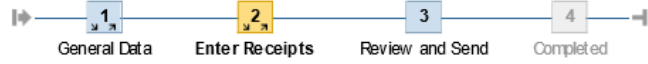


ORCID

Overview

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## Create Expense Report



Employee  Schema Non Travel Start Date 18.03.2019 End Date 18.03.2019

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### Receipts in This Expense Report

[Add Receipt](#) [Copy](#) [Delete](#)

No.	Status	Expense Type	*Receipt Amount £	Receipt Date	Paper Receipt
001	<input checked="" type="checkbox"/>	VISA - Tax and N	604.00	10.03.2019	<input checked="" type="checkbox"/>

21

Select:

[Next Step](#)

[Save Draft](#)

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### Create Expense Report

1 2 3 4  
General Data Enter Receipts Review and Send Completed

Employee  Schema Non Travel Start Date 18.03.2019 End Date 18.03.2019

**Final Action**

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

I certify that the expenses claimed were necessarily incurred in connection with business on behalf of the University, are within the prevailing scale of allowances approved by the University and have not previously been paid

**Summary**

Total Individual Receipts	604.00 GBP
Total Travel Expenses	604.00 GBP
Amount Reimbursed	604.00 GBP
Amount Paid Out	604.00 GBP

**Cost Assignment**

604.00 GBP , Company Code UNV (University of Leeds),

**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