Using e-expenses to claim back your visa application fee

**IMPORTANT Before you start:**

- Make sure you have a receipt and/or copy of your confirmation of payment

- Find out who your approver is (this might be your line manager but check with them or your local HR hub if you’re not sure)

- Find out what account code your reimbursement will be paid from (this is a local account and is normally the account that pays your salary but, again, please check with your line manager or local HR hub if you’re not sure)
**FIRSTLY:**

Log into Employee Self-Service - [https://hr.leeds.ac.uk/info/2/staff_information/274/employeemanager_self_service_information](https://hr.leeds.ac.uk/info/2/staff_information/274/employeemanager_self_service_information).

If you’re not on campus, you’ll need to either:
- log in via Desktop Anywhere or, if you can’t access Desktop Anywhere,
- use our Virtual Windows Desktop (see the [IT website](https://www.it.leeds.ac.uk) for how to do this).

Once you’re logged in, click on Expenses.

**THEN:**

![Dashboard with Expenses selected](image)

1. Select: Expenses
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).
6. If your approver’s name is listed, just **click on it**

7a. **Enter**

7b. **Select**

7. If not, **select**: All Values
Click on the right entry in the list

7c

7d Select: OK Cancel
Enter “Visa reimbursement” and the type of visa you have – eg Visa reimbursement – Tier 2

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**

11. **Select**

12. **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 box**
Create Expense Report

Select: ID No 14

Employees in This Expense Report:

<table>
<thead>
<tr>
<th>No</th>
<th>Status</th>
<th>Expense Type</th>
<th>*Receipt Amount £</th>
<th>Receipt Date</th>
<th>Paper Receipt</th>
</tr>
</thead>
</table>

Previous Step Next Step Save Draft
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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Receipt Amount (£)</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Profile Fees OFF HMRC List 3</td>
<td>£0.00</td>
<td>2023-01-01</td>
</tr>
<tr>
<td></td>
<td>Relocation, Allowable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non Allowable</td>
<td></td>
<td></td>
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<td></td>
<td>Utilities</td>
<td></td>
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<td></td>
<td>Professional Services – UK</td>
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Note: 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.
19 Enter the **type of visa** and the **start and end dates** (eg Tier 2 visa 01/01/2019 - 31/12/2024)
GUIDANCE WHILE THE UNIVERSITY CAMPUS IS CLOSED:

23 Create a PDF copy of your claim (click Print and select a PDF writer, eg Microsoft Print to PDF) and save it. Do the same thing for your receipt(s) if you can (or you can take a photo of them if they’re not digital) and email the claim and your receipts to your Faculty or Service finance department for processing.

24 Once you are able to come to campus, you’ll need give a printed copy of the claim, and your original receipt(s) to your finance department.