

Visa Expenses Claim Form

Amount (GBP)Account CodeSub Project

TOTAL CLAIM

Please note:

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Employee Signature& date

AuthorisingSignature& date

Print AuthorisingSignatoryName

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

Completed claims should be submitted to the authorising manager or School office to the relevant payroll inbox