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**Immigration Reimbursement Claim Form**

**(for visa and health surcharge costs for main applicant only)**

|  |  |
| --- | --- |
| Name of employee |  |
| Staff ID Number |  |
| Job Title |  |
| School/Directorate |  |
| Contract start date and expected end date (where applicable) |  |
| Type of Visa | Choose an item. |

**Total Costs Claimed**

Please provide the details of the costs being clamed (receipts **must** be attached)

|  |  |  |
| --- | --- | --- |
| Type of Expense | Other Currency | £ Sterling |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total cost to be reimbursed** |  |  |

Please choose the appropriate statements below as they relate to your claim (this information is required to determine the tax status of your application). In general, reimbursement of visa applications made inside the UK is taxable, therefore the amount you receive will be less than the cost of the visa.

|  |  |
| --- | --- |
|  | I applied for the visa and the IHS whilst I was inside the UK (please go to the section employee declaration) |
|  | I applied for the visa and the IHS whilst I was outside the UK (please answer A, B and C below) |

|  |  |  |
| --- | --- | --- |
| **A** |  | I was not tax-resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK |
|  |  | I was tax-resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK |
| **B** |  | I was not in the UK for any reason in the two years immediately before my arrival in the UK |
|  |  | I was in the UK at some time in the two years immediately before my arrival in the UK for this job |
| **C** |  | I am also claiming \*relocation costs totalling £ |
|  |  | I am not claiming any other relocation costs |

\**please claim relocation expenses according to the University’s policy which can be found here* [Relocation Expenses : Finance : University of Dundee](https://www.dundee.ac.uk/finance/our-services/payroll/relocation-expenses/)

The tax treatment of visa reimbursement may change to take account of revised tax guidance.

**Employee Declaration**

I have paid the immigration costs specified above to enable me to work, or continue to work, in the UK for the University of Dundee. I understand that the reimbursement of these immigration costs is usually a taxable benefit and I will receive a net amount after tax and NI have been deducted, if appropriate.

Should I leave the employment of the University of Dundee before the end of the period for which I have requested an immigration reimbursement, I agree to repay a proportion of the expenses received on a pro-rata basis either by deduction from salary or such other methods as may be agreed by the Payroll Manager.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

Please insert personal signature or use stamp function; we are unable to accept a typed name.

Please now send this form and receipts to the Senior People Partner/People Partner for your School or Directorate. A list can be found here [People in People | University of Dundee](https://www.dundee.ac.uk/hr/people)

**Approval and Processing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Centre** |  | | |
| **Senior People Partner/People Partner (print name)** |  | **Date** |  |
| **Senior People Partner/People Partner (signature)** |  | | |
| **Please now email to** [**payroll-admin@dundee.ac.uk**](mailto:payroll-admin@dundee.ac.uk) **for processing** | | | |