Instructions for claiming the cost of managed quarantine

Please refer to the terms and conditions which apply to the University's commitment to meet the cost of managed quarantine for international students arriving from red list countries - www.dundee.ac.uk/corporate-information/key-facts-university-dundee-quarantine-support-2021-22

If you meet the eligibility criteria, please read these instructions below before you complete the form on the following page.

To be able to process your reimbursement the form needs to be completed in a very specific manner.

Please ensure you follow these instructions carefully:

1. Complete the form on the next page electronically and then print it out. The only box to be completed in pen is the 'Claimant's Signature'. Sign the form then scan or take a clear photo of it to email to us. If you are unable to print and sign the form, please reconfirm your UK bank account details in the email you send us (from your University of Dundee account) when submitting the form.

2. The email address you include on the form must be your University of Dundee email address (e.g.123456@dundee.ac.uk or j.bloggs@dundee.ac.uk).

3. Please tell us which academic School you are in (e.g. Social Sciences, Medicine) in the box labelled Address Line 1.

4. You will need to provide your UK bank account details. We are unable to pay this money into a non-UK bank account.

5. The amount in the Total box defaults to £0.00 and cannot be amended. Please do not worry as the correct total will be confirmed before the payment is processed.

6. Please ensure you attach supporting evidence with your completed form. Supporting evidence may include:

   a. Receipt of payment for the managed isolation/quarantine;

   b. Confirmation that the accommodation is booked in the same name as the name used to matriculate as a student; and/or

   c. Confirmation of flight details with the same name clearly displayed on the travel documents.

   The list above is not exhaustive, and the University may ask you for further information to confirm eligibility.

7. If the University is satisfied regarding your eligibility for a refund, this will be paid directly into a UK bank account held in your name. Refunds will usually be processed within 4 weeks following confirmation of eligibility.

Please email your completed form to quarantinesupport@dundee.ac.uk from your University of Dundee email account with the supporting evidence. We will not be able to process your claim without this evidence.

UNIVERSITY OF DUNDEE

REIMBURSEMENT OF MANAGED QUARANTINE COSTS

Return the completed form with supporting documents attached and send to:

quarantinesupport@dundee.ac.uk

Please complete clearly, ALL relevant sections of this form in BLOCK CAPITALS.

1. From	Department	Ext No.

2. PAYEE DETAILS - BLOCK CAPITALS

First Name	Surname

Email Address for Remittance	Dundee University Student Matriculation Number

Enter the name of your academic School in Address Line 1

Address Line 1

Address Line 2	Post Code

Payment within the UK - Direct Bank Transfer	***** UK BANKS ONLY *****

Name of Bank	Sort Code (6 digit number)	Bank Account Number (maximum 8 digit number)

3 TRAVEL DETAILS - Please enter the country you travelled from and the date of travel

Country travelled from	Date of travel	Purpose of Journey

DETAILS OF CLAIM / EXPENDITURE Please number your receipts according to the listed details below	Mileage	Foreign Currency	Amount
1			
2			
3			
4			
5			
6			
7			
8			

Financial Ledger Code Allocation						
Project	Project type	Budget group	Fund source	Budget centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount

Total

Claimant signature	Date