

Visa Expenses Claim Form

Amount (GBP)	Account Code	Sub Project
	3002	
	3002	

TOTAL CLAIM

Please note:

- π
- π
- π
- π
- π
- π
- π
- π

Claim Submitted by:

Employee Signature& date

Claim Authorised by:

AuthorisingSignature& date

Print AuthorisingSignatoryName

Position In School:

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