EU Reimbursement Scheme

The e-mail from Professor Eilis Ferran dated 1st October 2018 advised that the University would provide a reimbursement (up to a maximum of £65 per applicant) for the costs incurred by staff and their dependants for Settled/Pre-Settled status applications or for EEA Permanent Residence Cards (PRCs) obtained after 1st June 2016.

In order to claim this reimbursement, staff are required to complete the staff expenses claim form at the following link:

https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms

Evidence of the expenditure incurred should be provided in the form of an official receipt for the Settled/Pre-Settled status applications or in the case of the relevant PRCs, a photocopy of the card, as per the example provided below from the gov.uk website. It is recognised that there will be slightly different versions of the card.
Staff should add the following statement to the expenses claim form:

“I confirm that the expenses claimed on this form have not previously been reimbursed by any other organisation”.

GL Coding details should remain blank.

The expenses claim form should be authorised by the Department Administrator / Business and Operations Manager (who should be an approved signatory on the Department’s Payroll list) for the claimant’s Department and then forwarded to EUApplicationFee@admin.cam.ac.uk for reimbursement. Payment will be made through the following month’s Payroll, so that the relevant tax cost can be recorded and paid by the University.

An example of the expenses claim form is provided as Appendix A.

Any questions should be addressed to ufsenquiries@admin.cam.ac.uk.
Appendix A

University of Cambridge Employees
Expenses Incurred on University business: Application for Reimbursement

FD1C-02
Staff

Claim: EU Application Fee

Last Name:          First Name:

Payroll Ref:        Last Four Digits of Bank Account:
Department:
Email:


Other Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Method</th>
<th>Receipt</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Oct-18</td>
<td>Other EU Application Fee</td>
<td>(None)</td>
<td>65.00</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>65.00</strong></td>
</tr>
<tr>
<td><strong>Less Advance Taken</strong></td>
<td><strong>0.00</strong></td>
</tr>
<tr>
<td><strong>Total Claim</strong></td>
<td><strong>65.00</strong></td>
</tr>
</tbody>
</table>

I confirm that the expenses claimed on this form have not previously been reimbursed by any other organisation.

I certify that I have incurred expenses of £65.00 and the supporting vouchers are attached. I hereby apply for a reimbursement of £65.00

Signature of claimant:          Date: DD / MM / YY
## GL Coding Details

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Method</th>
<th>Dept</th>
<th>Cost Centre</th>
<th>Source of Funds</th>
<th>Transact. Code</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER</td>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65.00</td>
</tr>
</tbody>
</table>

### General Coding Instructions

**Please use this box if you wish to split an expense over multiple codes.**

<table>
<thead>
<tr>
<th>Accounting Codes</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Signature of Department Authorisation:

**Print Name:** DEPARTMENT ADMINISTRATOR  
**Date:** DD / MM / YY

**AP Supplier Number:**
