Help with the cost of Permanent Residence Cards

The University will provide a reimbursement, up to a maximum of £65 per applicant, for the costs incurred by employees (contracted by 29 March 2019) and their dependants 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 application 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 <u>ufsenquiries@admin.cam.ac.uk</u>.

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:				

See Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates.

Other Expenses

Date	Method	Receipt	Amount (£)
25-Oct-18	Other: EU Application Fee	(None)	65.00

Total Expenses	65.00
Less Advance Taken	0.00
Total Claim	65.00

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 reimbursement of £65.00			
Signature of claimant:	Date: DD / MM / YY		



University of Cambridge Employees Expenses incurred on University business: Application for Reimbursement Staff

Claim:		EU Application Fee	!			
Last Name:			First Name	:		
GL Coding De	tails					
Expense	Method	Dept Cos	Sou st Centre Fun	irce of	Transact. Code	Amount (£)
OTHER	OTHER					65.00
General Codin	g Instructions					
Please use this	box if you wish to split	an expense over mu	ltiple codes.			
		Accounting Codes				Amount(£)
Signature of D	epartment Authorisatio	n:				
	·					
Print Name:	DEPARTMENT ADMIN	ISTRATOR		D	ate: DD / MM	/ YY
AP Supplier N	umber:					