

VISA EXPENSES POLICY

The UK immigration system which determines overseas applicants' rights to enter and work in the UK includes charges for Certificates of Sponsorship, visa applications for the prospective employee and their dependents and the Immigration Health (NHS) surcharge.

The University permits Schools to reimburse visa costs on behalf of employees and their dependents but only where grant funding is available and allows for this as an eligible cost. Please note visa costs are not eligible with all funding schemes, please seek advice from your Research Development Manager.

The University (HR) will only cover the cost of Certificates of Sponsorship in accordance with our usual practice.

PRINCIPAL INVESTIGATOR / LINE MANAGER RESPONSIBILITIES

It is the Principal Investigators (PI) or Line Managers (LM) responsibility to:

1. cost visa expenses in to grant applications where eligible
2. provide the grant information evidencing the funding available
3. complete the authorisation section of the Visa Expenses Application Form and, thus, agree to the terms stipulated

***Human Resources will return any incomplete claim to the PI/LM.**

ELIGIBILITY

To be eligible, employees must:

- require a visa to work in the UK
- be funded via a research grant where funding is available and allows for visa costs to be paid as an eligible cost*
- have commenced employment at the University
- make the claim within 6 weeks of commencing employment. This is to ensure claims fall within the reporting requirements from funders.

*** For employees funded by Horizon 2020/ Horizon Europe/ EIT Food grants only**, visa costs are not an eligible direct cost, but will be covered from the Indirect costs as per funder rules. For all other schemes, where eligible, visa costs **must** be paid from direct projects

costs. For those funded by Medical Research Charities such as the BHF please seek advice from your HR Adviser and Research Accounts.

Costs can be claimed for the University employee. In some exceptional circumstances, where eligible and included in the funding application, costs for dependents may also be claimed. For clarity though, this scheme does not apply to those whose right to work is on the basis of a dependent visa only.

For the purposes of this scheme, 'dependents' refers to the following: husband, wife, civil partner, unmarried or same-sex partner and dependent children aged 18 or under at time of application.

Claims can be made in respect of both new employees arriving in the UK and existing employees who are renewing their visas, subject to the ability to recover costs through the applicable grant funding. However, please note that where costs are reclaimed for either existing employees or new employees who are already domiciled in the UK, the reimbursement is liable to income tax and NIC deductions.

HOW MUCH CAN BE CLAIMED?

The claim value is limited by the amount paid to UK Visas and Immigration (UKVI) under the visa application and the amount allocated to visa costs on the grant funding. Costs cannot be covered by any other means from the School. The employee will be required to provide evidence of the sum paid to UKVI and must not claim for more than has been paid to UKVI. Visa costs in excess of that covered by the grant funding will not be reimbursed.

HOW IS AN APPLICATION MADE?

Applications can be made by completing the Visa Expenses Application Form. Employees must provide the required eligibility to work documentation and have evidence of the actual amount paid through the visa application process.

Employees must read and sign the declaration section thus agreeing to the terms stipulated.

Once completed the signed form, along with supporting documentation, should be returned by post or in person to Human Resources, Room 1.10 Whiteknights House, University of Reading, RG6 6UR.

If there are any queries about completing this form, please email HR@reading.ac.uk.

HOW WILL REIMBURSEMENT BE MADE?

Once approved, reimbursed costs will be paid into the employee's bank account with the next salary payment (subject to the relevant payroll deadline). No reimbursement will be made prior to commencing employment. Please note that claims for existing employees or new employees already domiciled in the UK will be subject to deductions for tax and NIC.

Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.4	HR	Annually	HR	February 2021
