|  |
| --- |
| **Claim for reimbursement- Instruction** |
| * Scholars must use this form to claim reimbursement for visa cost, NHS healthcare surcharge and other pre-approved expenditures
 |
| * All fields above the "Office use only" line must be filled otherwise the form will be rejected.
 |
| * Tick the *" document/receipt attached"* boxes once you have enclosed all relevant support document/receipt (see examples below)
 |
| * Please leave the section below "Office use only" blank
 |
| * Ensure you sign and date the form before submit it to ScholarSupport@admin.cam.ac.uk
 |
| * If you have further question regarding how to fill in the form please contact ScholarSupport@admin.cam.ac.uk
 |



