

## HOW TO CLAIM BACK FOR PASSPORT/VISA FEES AS @ 26/01/2023

1. Confirm with J1 JNCO and/or HoL that you are entitled to claim back before submitting the claim
2. Login to JPA - go to JPA Expenses - Create New Expense Claim
3. Select the correct re-imbursement Currency which is your selected bank account on JPA that expense claims are paid into to
4. Type of Claim – select Miscellaneous
5. Authority is JSP 752
6. Do You Have the Authority of the Budget Holder? – select Yes, if HoL has confirmed your entitlement (see point 1)

### Create Expense Report: General Information

Save Cancel Step 1 of 3 Next

\* Indicates required field

#### Expense Help and Current Allowance Rates

Name

Cost Centre

Reimbursement Currency

You will not be permitted to select a reimbursement currency for that currency.

Type of Claim

Select Type of Claim. For further information click on its details to 'Types of Claim' hyperlink.

\* Authority

Authorising Officer, Joining Instructions reference etc. For School Children's Visits or Self Service Journey Claims use the reference number given when you applied for the Journey.

#### Additional Information

If the UIN entered is not held on JPA please amend it or speak to your Unit HR for help.

\* Have you been told to use a UIN other than your own Unit's?

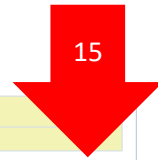
Select Your New UIN/ORG

\* Do You Have the Authority of the Budget Holder?

7. Click Next
8. CLICK the blue Details Icon to enter further information about your claim
9. Expense Type is Passport/Visa Fees
10. Date Expense Incurred is the date on the receipt
11. Number of days remain at 1
12. Enter Receipt Amount – ignore Receipt Amount policy violation warning as long as the amount entered is correct

13. Select applicable Receipt Currency

14. Enter details of the person who the passport/visa fee was paid for in the Justification box and the reason for the expense



**Warning**  
Receipt Amount - Your receipt amount exceeds the allowable limit for miscellaneous reporting.

**Cash and Other Expenses: Details for Line 1** Duplicate New Line Remove Line Continue

\* Indicates required field

**iExpense Help and Current Allowance Rates**

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\* Indicates required field

* Expense Type	Passport / Visa Fees	
* Date Expense Incurred	26-Jan-2023	10
Daily Rate	85.00	
Number Of Days	1	11
Receipt Amount	85.00	12 & 13
* Receipt Currency	EUR - Euro	
Exchange Rate	1	
Reimbursable Amount	85.00	

\* Justification

1 x adult passport renewal for Joe Bloggs dependant of Capt Bloggs. Expiry date of current passport is 26 May 2023.

Enter further details to support entitlement to this line of the claim, including Duty on Which Employed and any additional information that would support the validity of the claim for Authorisation or Audit purposes.

Original Receipt Missing

15. Click Continue

## Create Expense Report: Cash and Other Expenses

[Save](#) [Cancel](#) [Back](#) Step 2 of 3 [Next](#)

[iExpense Help and Current Allowance Rates](#)

### Receipt-Based Expenses

[TIP](#) CLICK the blue Details Icon to enter further information about your claim.

[TIP](#) Date Example: 26-JAN-2023.

Select Expense Lines: [Duplicate](#) [Remove](#) | [+](#)

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (EUR)	Details
<input type="checkbox"/>	1	26-Jan-2023	Passport / Visa Fees	1 x adult passport renewal for Joe Bloggs dependant of Capt Bloggs. Expiry date of current passport is 26 May 2023.	85.00	<a href="#">Details</a>
<input type="checkbox"/>	2					<a href="#">Details</a>
<input type="checkbox"/>	3					<a href="#">Details</a>
<input type="checkbox"/>	4					<a href="#">Details</a>
<input type="checkbox"/>	5					<a href="#">Details</a>
<input type="checkbox"/>	6					<a href="#">Details</a>
<input type="checkbox"/>	7					<a href="#">Details</a>
<input type="checkbox"/>	8					<a href="#">Details</a>
<input type="checkbox"/>	9					<a href="#">Details</a>
<input type="checkbox"/>	10					<a href="#">Details</a>
					<a href="#">Total</a>	85.00

Select Expense Lines: [Duplicate](#) [Remove](#)



16. Confirm all details are correct
17. Click Next
18. Final check. If details are correct, click to accept the Terms and Conditions of the MOD's Travel and Expense Policies
19. Click Submit

19

**Warning**

This expense report contains policy violations. Use the warning icons to review. If necessary, return to the previous page to update an expense line or to include a reason for violation in the justification.

**Create Expense Report: Review**

[Save](#) [Cancel](#) [Back](#) Step 3 of 3 [Submit](#)

Review the expense report below before submission.

[iExpense Help and Current Allowance Rates](#)

18

[Terms and Conditions – Claimants Certificate can be found at JPA F022](#)  
 I accept the Terms and Conditions of the MOD's Travel and Expense Policies

**Expense Report Summary**

If you have updated your expense please click "Save" to ensure that the calculated totals below include all appropriate amounts.

**General Information**

Name	[REDACTED]	Have you been told to use a UIN other than your own Unit's?	No
Expense Dates	26-JAN-2023 - 26-JAN-2023	Select Your New UIN/ORG	
Cost Center	[REDACTED]	Do You Have the Authority of the Budget Holder?	Yes
Authority	JSP 752	Report Total	85.00
Approver			EUR
		Reimbursement Amount	85.00
			EUR

[Expense Lines](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

**Business Expenses**

**Cash Expenses**

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (EUR)	Details
	26-Jan-2023	85.00 EUR	Passport / Visa Fees	1 x adult passport renewal for Joe Bloggs dependant of Capt Bloggs. Expiry date of current passport is 26 May 2023.		85.00	
<b>Total</b>						85.00	