

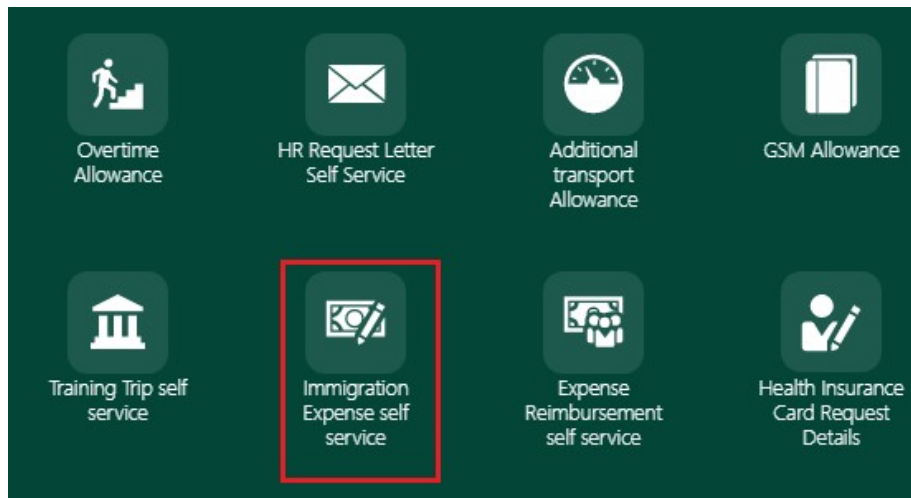
# Program agenda

Immigration Expense Self Service

# Immigration Expense Self Service

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Immigration Expense self service** icon.

*Note: Immigration Expense is given based on employee's eligibility.*



- Click **Create Request** to add new expense request.

## Immigration Expense Reimbursement

### Employee Details

Employee Name Mr. Soundararajan Ilanchezhyan  
Organization Email Address isoundararajan@dev.qf.org.qa  
Business Unit Qatar Foundation

### Search

Expense Type

From Date

### Search Result

ID	Expense Type	Employee Name	Amc
301	QID Renewal for Dependents	Mr. Soundararajan Ilanchezhyan	500

# Immigration Expense Self Service

- Enter Expense type from the drop-down list.
- Click on **Add Details** and use this section to claim any expense relating to your dependents. Update the details of Dependents .
- Attach necessary documents in **Drag and Drop** section.
- Click **Next**.

Immigration Expense Reimbursement

Employee Name: Mr. Soundararajan Ilanchezhyan  
Organization Email Address: isoundararajan@nvf.org.qa  
Employee Number: 11501  
Business Group: Qatar Foundation

Expense Header

Expense Type: [Dropdown]  
Employee Name: Mr. Soundararajan Ilanchezhyan  
Employee ID: [Text]  
Comments: [Text]  
 Please read and agree to non-eligibility disclaimer

Details

Add Details

Name	QID	Relationship	Date Of Birth	Fee Amount	Receipt Date	Penalty Code	Penalty Amount If Any	Penalty Reason	Delete
Dependent Name					Receipt Date	Penalty Code	Penalty Amount If Any	Penalty Reason	<input checked="" type="checkbox"/>

Attachments

Help approvers understand the request, you can attach supporting documents, images, or links to this action

Drag and Drop  
Select or drop files here

File Name | File Date | File Type | Action

- Review the details entered.
- Click **Submit** to send the request for approval.

Cancel Back Save for Later Submit