

## Program agenda

Immigration Expense Self Service

## **Immigration Expense Self Service** Once the employee signs in, the home page will be Click Create Request to add new expense request. displayed. Click on the **Me** tab and then click on **Immigration** Expense self service icon. Immigration Expense Reimbursement Note: Immigration Expense is given based on employee's ✓ Employee Details eligibility. Employee Name Mr. Soundararajan Ilanchezhiyan Organization Email Address isoundararajan@dev.gf.org.ga Business Unit Qatar Foundation ✓ Search Ŕ. $\Delta$ $\searrow$ Expense Type Overtime **HR Request Letter** Additional GSM Allowance From Date Self Service Allowance transport Allowance ✓ Search Result 6 **K**9/1 TTT Create Request ID Expense Type 🗘 Employee Name 🗘 Amo Training Trip self Immigration Health Insurance Expense 301 500 service Expense self Reimbursement Card Request QID Renewal for Dependents Mr. Soundararajan Ilanchezhiyan Details service self service

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## **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.

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Employee Details													
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Select or drop files here.					TRU LONG AV UNGLAD								

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Cancel Next

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



Immigration Expense Reimbursemen