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| **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](mailto:ScholarSupport@admin.cam.ac.uk) |



