

## Reimbursement of Fees Paid for Work and Residence Permits in Denmark

DTU will reimburse international academic employees (VIP) and their accompanying family members for fees paid for extensions of Work and Residence Permits. This applies when the application is required due to an extension of the current position or job changes at DTU, including changes of department or center.

**Important:** The application for fee reimbursement must be submitted within the same calendar year as the permit application.

### Procedure:

#### 1. Payment and Application:

- The employee must pay the appropriate fee for their own application and those of any accompanying family members.
- Apply for reimbursement through DTU Fusion. Note that DTU credit cards cannot be used for fee payments.
- Save and print the online receipt at the time of payment. If you fail to save the receipt, include the credit card transfer from your bank statement.

#### 2. Separate Expense Forms:

- File a separate expense form for each accompanying family member. DTU must report the reimbursement of residence permit fees for spouses and children to the tax authorities (SKAT).
- Reimbursements for family members are taxable as B-income, meaning you will need to pay the tax directly to the tax authorities. This will not be coordinated through your salary via HR.

#### 3. Submitting Expenses:

- Log into DTU Fusion and navigate to: Me => Expense => Create Expense.
- [For support, contact your local Super User at the department.](#)
- Ensure to state your department under "Purpose."

#### 4. Receipts:

- All receipts must be signed and stamped by your department.
- Upload the receipts for the employee and each accompanying family member separately into DTU Fusion.
- Include the Reimbursement Form for Accompanying Family Members with the receipts for their fees.

5. **Accounting Entry Codes:**

- **Type:** Fees, subscriptions, and memberships without VAT
- **Project number:** 115313
- **Task number:** E-4 Arbejds- og opholdstilladelse