



# QRC – Filling out the claim form

This claim form is to be used for claimants who are not employed by UMC Utrecht. Adobe Acrobat Reader (version XI or higher) is required to fill out the digital claim form. The latest version of this reader can be downloaded for free from the Adobe website: <https://get.adobe.com/reader>  
Make sure to first uncheck all boxes under "Optional offer" before clicking "Install now".

**Please don't use Chrome or Firefox to fill in this claim form. It will only work in Adobe Acrobat Reader.**

First enter your personal details:

- Name
- Prefix
- Initials
- Date of birth
- Address (street)
- House number
- Postal code
- Town/City
- Country code (NL by default)
- Email address
- IBAN bank account number
- Enter the cost centre or the WBS number that you have been given by UMC Utrecht. Your claim cannot be processed if this field is not filled in!

### Honorarium (if applicable)

Enter the amount of the honorarium fee as well as a description. After you have entered an amount here, a pop-up message will appear saying that UMC Utrecht will report these amounts to the Dutch Tax and Customs Administration (*Belastingdienst*) if the total amount is over € 50 per year.

Avoiding problems with the Tax and Customs Administration (*Belastingdienst*) – If you will be claiming an honorarium fee more than three times during the calendar year, it is likely that the Tax and Customs Administration will consider there to be a so-called implied employment arrangement between you and UMC Utrecht, and UMC Utrecht would then have to make official arrangements accordingly. Discuss this with your contact person at UMC Utrecht.

### Travel costs (if applicable)

You can incur travel expenses either by travelling by public transport or by car. For public transport costs, enter the total amount in the designated field. You will have to justify these costs (provide evidence). For costs incurred for travel by car, enter the amount that can be calculated using the following formula:

Total kilometres driven x € 0.19

The time period during which the travel expenses were incurred must also be specified.

### Other expenses (if applicable)

Non-travel expenses may also be claimed. Enter the total amount, followed by a description of the nature of the expenses incurred. Evidence will have to be provided (e.g. receipts).

### Attachments

As mentioned, claims for costs you incur for travel by public transport or other expenses must be accompanied with evidence. You can do so by clicking the **Add attachment...** button within the form. You can upload any type of file, e.g. Word, Excel, PDF, JPG, BMP etc. (max size per file: 5 Mb).

After adding the attachments, click **Submit...** to send the form to UMC Utrecht's Accounts Payable department.

If for whatever reason you are not able to send the form this way, you can instead save the form to your computer and then send it as an attachment in an email to: [declform@umcutrecht.nl](mailto:declform@umcutrecht.nl)

### Important!

You must consolidate your claim and any accompanying attachments into a single PDF file. Please do not email separate attachments to the Accounts Payable department, as we will not be able to process your claim in that case. We also do not accept forms filled in by hand.

### Processing of your claim

Emails sent to the [declform@umcutrecht.nl](mailto:declform@umcutrecht.nl) mailbox are processed every weekday. You will receive an email from UMC Utrecht a few days after submitting the form to confirm that we have received your submission and that it is being processed. If you are claiming for the first time, your information will be added to UMC Utrecht's database.

Should there be a problem with your claim, you will receive an email from us with the reason why we cannot process it.

Once our in-house staff have approved your claim, you will receive another email from us notifying you that your claim will be paid out within one week.

Your claim will be assigned a unique number, which will be mentioned in the confirmation/payment notification email. If your claim was rejected and you have any questions about this, please email [credadm@umcutrecht.nl](mailto:credadm@umcutrecht.nl), making sure to mention the claim number.

### Downloading the claim form

You can download the claim form by using the following link:  
<https://team.mijnumc.nl/connect/DIF/financieleadministratie/Documents/Declaratieformulier%20v1.3%20EN.pdf>

Do not fill in the form in your internet browser, but instead first save it to your computer and then open it in Adobe Acrobat Reader!



### Reporting of the honorarium to the Tax and Customs Administration (Belastingdienst)

UMC Utrecht will report the amounts paid out to you to the Tax and Customs Administration if the following two conditions are met:

1. You claimed an honorarium fee during that particular calendar year.
2. The total amount of your claims is over € 50 per calendar year.

You will receive a tax letter from UMC Utrecht regarding this in January.

If during a calendar year you have only claimed travel and other expenses, this will not be reported to the Tax and Customs Administration.