

Appendix B: LSE Overseas Working Arrangement Approval Form

This is a read-only version of the form. To help you complete it more easily, please request an Excel version of the form via HR.Partner@lse.ac.uk by email, using 'Request for the LSE Overseas Working Arrangement Approval Form' in the subject heading

Assessment & Policy Steps

Please use the below flow chart to assess whether approval is required for the arrangement.

Individual identified with potential international working arrangement
Yes
Does the individual work permanently overseas?
Was the individual employed directly overseas and will spend more than 90 days outside of the UK?
Will they spend 25-95% of their working time in an EEA member state/Switzerland and that is their place of residence?
Will they spend more than 183 days cumulatively in any one country of the listed countries** in any 12 month period?

Will they spend more than 90 days cumulatively in any other country outside of the UK during the tax year?

No

Yes to any

Go to the **LSE Overseas Travel Policy, Documents and Forms**

Has the individual requested flexible working or sabbatical leave?

Yes

No

Complete **Flexible Working** request / **Sabbatical Leave** application

Attach form

Section 1 to be completed by the department manager and employee but to be signed by **both** parties to ensure mutual understanding of the arrangement

Departmental Manager to complete **Section 2** with support from LSE Finance team

Head of Department, Division Director or Service Leader to complete **Section 3**

HR and Finance approval **Section 4**

Completed form to be sent to employee, Payroll/Finance and HR Partner

**Tax year refers to the UK tax year, i.e. the 12-month period ended 5 April*

***Any EEA member state, Switzerland, USA, Canada, Japan, Israel, Philippines, South Korea, Turkey*

International Working Arrangement Approval Form

Section 1: Overview of Arrangement

To be completed by employee/departmental administrator but signed by **both** parties

Employee Information	
Full Name	
Date of birth	
Nationality	
Passport(s) held	
Current country of residence	
Emergency contact: Name & phone number	
Job title	
Division/department/Centre	
Employee number (found on payslip or Myview)	

What is the purpose of the request?	
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Working arrangement details

In which location/country will the employee live and perform their work duties, research, etc.?	
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Anticipated start date of arrangement	
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Anticipated end date of arrangement (NB: if there is no defined end date then the arrangement must be reviewed within 3 years)	
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Is the individual requesting Flexible Working or Sabbatical Leave? (Attach relevant form)	
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Brief description of requested working pattern & the duties the employee will be performing.	
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How much time will they spend in each location?	
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Who will benefit from their work?	
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What are their contracted hours of work/FTE equivalent?	
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If relevant, will the employee's spouse / partner or dependent(s) accompany the employee?	
In which location(s) will the employee have a home or available accommodation?	

Employee/Department/Centre/Division Signature			
Employee Name		Name	
		Department/Centre/Division Position	
*Employee Signature		Signature	
Date		Date	

**by signing this form the employee is*

- is confirming that the information on this sheet is correct; and

- will agree that they will indemnify the School on any additional costs

- Will agree to cover the costs for themselves and for the LSE

- will complete the form and speak with management if any of the circumstances change, (where approval should again be sought again), with potential different/additional costs.

For example if they buy a home abroad, or sell a home in the UK, or their personal circumstances change such as getting married to an overseas national could affect the status in some countries.

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Section 2: Practical Arrangements

To be completed by the departmental manager or divisional lead or equivalent with the support of the LSE Finance team.

Rationale for proposed overseas working arrangement, include here a description of how the employee will carry out their duties overseas			

Other relevant information			

Policy Steps	Description of considerations and external advice sought	Costs associated with the overseas arrangement		
		Description	One-off Costs (£)	Recurring Costs (£)

Risk Assessment				
Visas and Work Permits				
Insurance				
Corporate Taxes - P.E., VAT, Withholding Tax				
Personal Tax				
Social Security				
Pension				

Additional Costs				
Other Considerations*				
Payroll Bureau costs				
Total Costs for the School**				
Total Costs for the employee**			-	-

Completed by (Name & Position in the University)	
Signature	
Date	

**The employee will agree to take on the costs for both LSE and themselves by signing this form.

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Section 3: Approval of Arrangement

To be completed by Head of Department/Divional Directors or service leaders

Summary of Overseas Arrangement (per Sections 1 & 2)	
Employee Name	
In which location (country) will the employee be located?	
Anticipated start date of arrangement	
Anticipated end date of arrangement	
Total one-off costs	
Total annual recurring costs	
Total cost	
I am satisfied:	Yes/No (and comments)
(i) that the above arrangement delivers an overall benefit to the School (taking into account time away from LSE work undertaken overseas, and costs incurred by the department)	

(ii) that practical arrangements, as detailed in sections 2 of this form, are in place to ensure the School's obligations are fully met and to implement any professional advice received; and	
(iii) that any external professional advice required has been taken into consideration and accounted for in relation to the above overseas working arrangement;	
The arrangement will be reviewed after a specified time period, as agreed within the department. The review will take place on:	
Please note here any special conditions associated with your approval (for example only the costs listed will be paid by the department, employee to pay for their own tax advice in country of destination):	
Head of Department/Service Leader/Divisional Director Approval	
Arrangement approved (yes/no - and reason why)	
Approver Name	
Approver Signature	
Date	

A copy of the completed form should be returned to the applicant, the Departmental Manager, HR and Payroll

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Section 4: School Approval of Arrangement

To be completed by HR and Finance

LSE HR Approval	
Arrangement approved (yes/no - and reason why)	
Approver Name	
Approver Signature	
Date	

LSE Finance Approval	
Arrangement approved (yes/no - and reason why)	
Approver Name	
Approver Signature	
Date	

