QMSU Community Sport Expenses Policy and Procedure

Important principles and how to claim

1. General principles

The principle of the Expenses Policy is to ensure that all students have the opportunity to volunteer in the local community. QMSU Community Sport wish to encourage all student volunteers to claim their travel and other out-of-pocket expenses to prevent anyone being unable to volunteer due to financial restrictions. QMSU Community Sport is committed to reimbursing volunteers for reasonable expenses in accordance with the following guidelines:

1. Guidelines on how to claim your expenses
	1. Timeliness of submission

Expenses should be submitted as soon as possible after they have been incurred and particularly

within the same academic term that they are incurred. These also need to be submitted and

processed by the end of the financial year that they are incurred (August to end of July).

* 1. Receipts

Original receipts must accompany all claims. If there are no receipts we will not be able to reimburse you.

* 1. Claim process
* A ‘QMSU Expenses Claim Form’ needs to be filled in for each claim. These can be requested from the Community Sport Coordinator or found at: [www.qmsu.org/communitysport/resources](http://www.qmsu.org/communitysport/resources).
* Collect receipts together, highlight the relevant totals, and attach them to the expenses form. All claims must be supported with original receipts.
* Return the form to the Community Sport Coordinator to be authorised.
* Claims will be paid directly into your bank account via BACS transfer. This usually takes up to two weeks to process and clear in to your account. Please note, only UK bank accounts can be used in this transfer.

Travel

The volunteer must ensure that the cheapest form of travel available is used. This includes the use of an Oyster card over paper tickets. (e.g. if travel was by train, the ticket should be a standard or a cheap day single/return, not a first class ticket). Travel expenses can only be claimed for travel to your volunteering opportunity, on the return journey, and in the course of volunteering.

1. Oyster

In order to claim public transport expenses using an Oyster card, volunteers will need to request a journey statement printed from any London Underground office. This details the last 10 journeys (tube, bus or DLR) made on the Oyster card, and the costs of these journeys on pre-pay. Highlight the journeys made to and from your volunteering venue. Alternatively, you can access your journey history online at <https://oyster.tfl.gov.uk/oyster> and print out the relevant page. Please note that top-up receipts **will not** be accepted as proof of travel.

1. London Underground/Tube

Tube travel can be claimed. Please keep all paper tickets. If using Oyster card, please provide a record of your journeys (see Oyster above).

1. Train

The maximum reimbursement for travel will be the equivalent of a Standard Class or Cheap Day rail fare. Please keep the tickets for reimbursement. If using Oyster card, please provide a record of your journeys (see Oyster above).

1. Car

For the use of the volunteer’s own car, mileage should be recorded to enable repayment. (NB if mileage is not recorded, start & finish locations will be used to estimate mileage using the AA route planner).
If your own car is used for travel, mileage will be reimbursed in line with the Queen Mary, University of London car travel policy. This is currently set at £0.45 per mile. However, payment for use of your own car will only be authorised in cases when other transport is unavailable or unsuitable.

1. Taxi

Taxi’s or mini-cabs are only to be used if carrying volunteer equipment or travelling after dark where public transport is not available. Wheelchair users are permitted to use taxis where accessible routes are not available. Taxi use is also permitted if the volunteer has any other disability that requires use of a taxi to get to and from their volunteering opportunity. All travel by taxi must be agreed prior to use with the Community Sport Coordinator.

Refreshments

1. External organisations

Volunteers participating in continuous activity between 4 – 8 hours are entitled to claim for food and refreshments up to the total value of £5, if this is not already provided by the external organisation and the volunteering takes place over a meal time.

If volunteering for over 8 hours in one day, volunteers can claim up to an additional £5, pre-arranged with the Community Sport Coordinator.

1. Internal opportunities

Food and refreshments will usually be provided for day-long projects organised directly by QMSU Community Sport. On the occasions where this is not the case, volunteers will be informed prior to the event/project and informed to keep receipts of any food bought whilst volunteering for reimbursement.

1. Restrictions

QMSU Community Sport will not reimburse purchases of alcoholic beverages under any circumstances.

1. Mobile Phones

If you are using your mobile phone in relation to your volunteering, with prior permission from the Community Sport Coordinator, you can claim the cost of the call(s) on production of the relevant itemised mobile bill.

1. Miscellaneous expenses

These will be reimbursed on a case-by-case basis. Prior agreement on the nature and estimated cost will be required.

1. Contact

For all queries regarding expenses contact:

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