

ANNEX A – EXPENSES CLAIMS GUIDELINES

Dear OULS Member

The Open University Law Society will pay reasonable expenses incurred by individuals while travelling for or conducting OULS-supported events. All events are non-reimbursable unless you receive pre-approval from an OULS committee member. Please submit your expenses form to mooting@ouls.org (copying in treasurer@ouls.org) using the following guidance.

All expenses claims must be accompanied by supporting evidence eg. travel tickets or receipts.

*For non-mooting events, the event organizer will fulfil the role of 'Mooting Coordinator'

Travel

Travel by car is reimbursable at a rate of 37.5 pence per mile. Reasonable parking costs will also be paid.

If you will be travelling by train, a Mooting Coordinator (or relevant event coordinator) will advise as to the maximum payable expenses. This will be based on the cost of standard class travel booked in advance between your home location and destination.

The cost of public transport is reimbursable.

Accommodation

Reasonable expenses for overnight accommodation are reimbursable. Please speak to a Mooting Coordinator before booking accommodation. The Mooting Coordinator will advise on the maximum payable amount based on the location of the event which you are attending. You are free to book accommodation at a hotel of your choice but claims for costs above that advised will not be paid.

Meals

Reasonable expenses for meals are reimbursable, excluding the cost of any alcoholic drinks.

Payments

Payments will be made into a PayPal account. If you do not already have a PayPal account please ensure you have created one before submitting an expenses claim. Please be aware that PayPal's policy requires new account holders to wait up to 21 days to withdraw the first payment received into their PayPal account.

Claims must be submitted within 28 days of the date incurred. Claims received after this period may be refused and will only be paid at the discretion of the OULS Treasurer. OULS aims to pay claims within 14 days of receipt.

If you would like further information on claiming expenses please contact a Mooting Coordinator at mooting.ouls.org.

The above information is taken from the OULS Expenses Procedure available on the OULS website or by contacting a member of the OULS committee.

ANNEX B – EXPENSES CLAIM FORM TEMPLATE

OPEN UNIVERSITY LAW SOCIETY
EXPENSES CLAIM FORM



Claims must be submitted to treasurer@ouls.org copying in the OULS committee member organising the event, within 28 days of the expense being incurred.
The OULS will reimburse reasonable costs only. Reimbursements will be made via PayPal.

MAIN DETAILS:

Name:			
Postal address:			
PayPal registered email address:			
Event:			
Date of event:		Date of expenses claim:	

DETAILED EXPENSES:

1. TRAVEL BY CAR			
From (postcode):			
To (postcode):			
Miles (total):		37.5 pence per mile	Sub-total:
2. TRAVEL BY TRAIN (SECOND CLASS ONLY)			
TRAIN FARE (RECEIPTS REQUIRED):			Sub-total:
3. TRAVEL BY AIR (STANDARD CLASS ONLY)			
AIR FARE (RECEIPTS REQUIRED):			Sub-total:
4. OVERNIGHT ACCOMMODATION AND MEALS (REASONABLE EXPENSES ONLY. NO ALCOHOLIC BEVERAGES)			
HOTEL COSTS (RECEIPTS REQUIRED)			
MEAL COSTS (RECEIPTS REQUIRED)			Sub-total:
5. OTHER INCIDENTAL EXPENSES (e.g. Printing of Bundles. Please seek guidance before incurring any expenses in this section)			
PLEASE GIVE DETAILS (RECEIPTS REQUIRED)			Sub-total:
			TOTAL:

For the full expenses procedure, please see the OULS Expenses Procedure available on the OULS website or by contacting a member of the OULS committee.