



OPEN UNIVERSITY LAW SOCIETY EXPENSES PROCEDURE

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1 PURPOSE & SCOPE

This Procedure establishes standards for the reporting, approving, processing and reimbursement of reasonable and necessary mooting expenses which are incurred for OULS-supported events.

2 REVISION HISTORY

This document is due for review in April 2018. This section will highlight any amendments made to the procedure.

Rev 0. Approved for Use.

3 PROCEDURE

Reasonable and necessary expenses incurred by individuals while travelling for or conducting OULS-supported events may be reimbursed. Expenses are considered “reasonable and necessary” when they have been incurred for a legitimate OULS-supported event and are not extravagant or extreme when measured under local standards.

To receive reimbursement for travel and other mooting expenses, the individual must prepare an expense report in accordance with this Procedure. Such expense reports are submitted as soon as practical at the conclusion of the event, but no longer than 28 calendar days after the event. Expense reports submitted more than 28 calendar days after the conclusion of the event will be considered delinquent. Required supporting documentation must be provided.

Each individual is required to report their own expenses, except in the case of group meals, shared taxi rides, or other similar shared expenses. In the event of shared expenses, if present, an OULS committee member is responsible for paying the expense and reporting it for reimbursement. Under no circumstances shall any individual report travel expenses actually incurred by another individual, such as hotel expenses.

3.1 BOOKING TRAVEL AND ACCOMODATION

When requiring pre-booked travel and accommodation, the OULS committee member responsible for coordinating the event will contact individuals with information on maximum reimbursable expenditure for travel and accommodation. This will take into consideration the original point of travel and reasonable costs for the destination. Expenditure for travel and accommodation is at the individual’s discretion but the OULS will not reimburse over the amount advised by the committee member.

3.2 EXPENSES INFORMATION

The individual must document the purpose for the expenditure in sufficient detail to explain the nature and location of the expense. See Annex A for guidelines and Annex B for the expenses claim template.

3.3 REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

General guidelines for reimbursable and non-reimbursable expenses are outlined below:

Reimbursable: The following expenses are considered reimbursable:

- Meals - The cost of meals should be considered "reasonable".
- Lodging e.g. hotel accommodation
- Personal vehicle expenses – The OULS reimburses personal vehicle use at 37.5p per mile. The reimbursable distance is ascertained by a Google Maps postcode to postcode search.
- Airline tickets and public transportation costs
- Registration fees
- Conventions and seminars e.g. careers fairs
- Reasonable miscellaneous expenses, such as airline ancillary fees (baggage fees), tips, taxi fares, parking etc.

Non-Reimbursable: The following expenses are considered non-reimbursable:

- Expenses for non-event related activities, such as movies and mini-bar purchases
- Alcoholic beverages
- Memberships to clubs
- Late fees and charges
- Travel upgrades
- Stationery

3.4 RECEIPTS

Any expense item must be accompanied by a receipt, regardless of amount. Expenses that do not have appropriate supporting documentation will not be reimbursed by the OULS. The receipts will be accepted as a clearly scanned copy which must be submitted together with the expenses form at Annex B.

Whenever an expense is incurred of the following type, it must be an itemised receipt that provides the details described below:

- Meals – The receipt must show the restaurant name, location, date and itemized amount(s) for food and beverages, if provided by the establishment. Individuals should obtain itemized receipts whenever possible.
- Lodging – The receipt must show the hotel name, location, and amounts charged for the room by day. Other expenses such as meals, laundry, telephone calls, and incidentals must be listed on the lodging receipt.
- Airline tickets - Itinerary showing specific flight information, routing, dates, and the price must be provided.

3.5 APPROVALS

Every individuals' expense report must be approved by, firstly, by the OULS committee member organising the event and then the Treasurer. In the absence of representation from either party, the Chair and/or Vice-Chair may approve. The approvers of the expense report are responsible for ensuring the following:

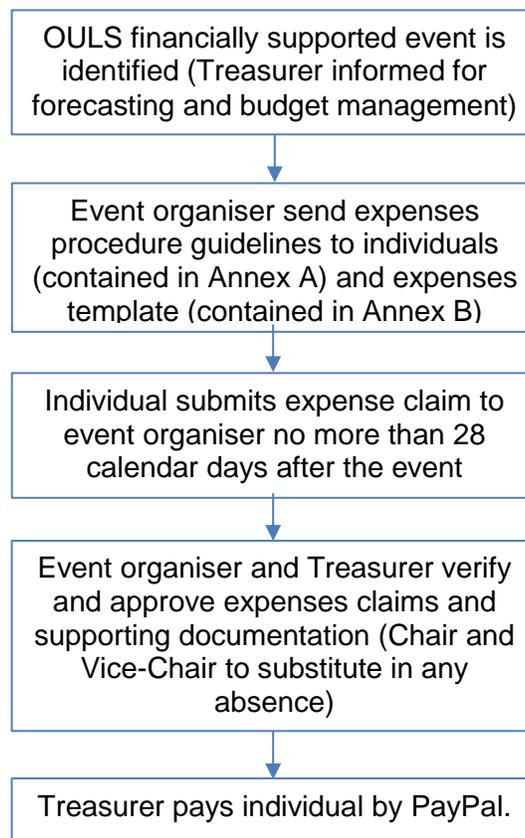
- Expenses submitted are reimbursable according to this Procedure.
- The expenses are "reasonable" relative to the location in which the expenses were incurred.
- The expenses were incurred while conducting an OULS-supported event
- Required supporting documentation (e.g. receipts) is provided as specified in this Procedure.

After confirming the items above, the OULS committee member organising the event provides their approval of the individual's expense report and submits it to the Treasurer for final approval and payment.

3.6 PAYMENT

Payment to the individual is made via PayPal.

3.7 PROCESS FLOWCHART



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.