

Expenses Information: For Student Representatives attending OU Meetings January 2024

Expenses Information for Reps attending official meetings in person.

- **Public transport** is usually the most economic form of transport and we ask that you use it wherever possible. Travel by taxi should generally be avoided, but the Association recognises that public transport is not always a practical solution, particularly in an unfamiliar place, at certain times, or where there are medical or safety concerns.
- **Accommodation** it is recommended, before you book accommodation that you check with the Secretary of your committee that they will reimburse accommodation costs.
- **Lunch vouchers** will be provided on the day of the meeting or the committee will ask you in advance for dietary requirements and organise catering.

Things that you must do:

- You **must** retain itemised receipts. If you have physical receipts, you should submit scanned copies and retain the physical receipts until the claim has been paid to you or completed if you are requesting an advance.
- You **must** get a signature from the Secretary or Chair to confirm that you attended the meeting.
- Expense forms **must** be submitted within 4 weeks after the meeting.
- Advances must be requested no later than 10 working days before the meeting.

Things you should do:

- You **should** make refundable bookings wherever possible. This is particularly important given the possibility of rail strikes.
- If you are prevented from attending by unforeseeable circumstances (e.g. illness) then you **should** make every effort to cancel your booking/s. If this is not possible, then you may still submit a claim for outstanding expenses however these will be paid at the discretion of the signatory.

If you have any queries or concerns then you should contact
oustudents-volunteer@open.ac.uk as soon as possible

Claiming expenses after a meeting:

To claim travel and subsistence expenses to attend OU Committee and Board of Studies meetings in person, you should:

For Mid-Tier and Senate meetings:

1. Complete the [OU Student Expense Claim Form](#)
2. **Attach** your itemised receipts within 4 weeks of the meeting.
3. Get the form signed by Secretary of the Committee or designated secretary (the must be signed in person).
4. Read the guidance on the form carefully before incurring any costs.
5. When it is complete send by email to - governance-team@open.ac.uk

For Board of studies of Faculty Assembly meetings: *(Please check with the Secretary of the Board before booking travel arrangements and always check that your expenses will be covered).*

- Complete the [OU Student Expense Claim Form](#)
- Attach your itemised receipts within 4 weeks of the meeting.
- Get the form signed by Secretary of the Committee or designated secretary (the must be signed in person).
- Read the guidance on the form carefully before incurring any costs.
- When it is complete send by email to - the secretary of the board or studies.

Requesting support with travel and accommodation costs:

We understand that it is not always possible to meet the upfront costs of attending a meeting in person. If this applies to you, we encourage to speak to the Committee Secretary or Chair and enquire on whether they can support you with either an advance or making the bookings on your behalf.

To allow arrangements to be made, please allow plenty of time ahead of the meeting when making any requests.

You may be asked to provide:

An itemised breakdown of your expected costs. e.g.

Travel: £82 (200 miles at £0.41 per mile)

Accommodation: £105 for dinner, bed, and breakfast

You must:

Return your itemised receipts to evidence your expenditure no later than 4 weeks after the meeting; this can be done by email to the Committee Secretary.

For more information, please read the [Travel and Subsistence Policy](#).

If you have any queries or concerns then you should contact oustudents-volunteer@open.ac.uk as soon as possible.

Accessibility

Meetings should be arranged at venues and rooms that are fully accessible and equipped with a hearing loop. If this is a requirement for you to attend, please let us and the Secretary know so that arrangements can be made ahead of time.

If you wish to discuss your accessibility requirements with a member of staff, please contact oustudents-volunteer@open.ac.uk

Parking information

There is plenty of visitor parking on campus, including accessible parking. If you would like the team to book an accessible parking space, please contact oustudents-volunteer@open.ac.uk who will notify security of your preferred accessible parking location.

Frequently Asked Questions:

What is the difference between an expense and an advance?

- **An expense or expense claim is when you have paid for something, have retained the receipts and claim for the payments you have made to be reimbursed. Whereas an advance is a request that you can make should you require support to fund the travel arrangements.**

Where can I find the forms that I need?

You can find everything you might need, on the website in the Volunteer Zone, in 'Volunteer policies and procedures'.

If you have any queries or concerns then you should contact oustudents-volunteer@open.ac.uk as soon as possible.