Association Travel & Subsistence Policy

1. Purpose of the policy
This policy sets out the basis on which Students Association Officers, Student volunteers and Staff may claim reimbursement for travel and subsistence incurred whilst on Association business.

The Students Association is a charity and as such asks that any travel and subsistence undertaken is by the most economical means practicable and that all receipts of expenditure are attached to the expense claim, or in the case of missing or non-receipt items, a note to this effect should be written in the space provided on the reverse of the claim form.

The Resources Team in the central office have the responsibility for the day to day administration of expenses. All Students Association expenses will be authorised by the relevant manager as per allocation in the Chart of Accounts.

2. Expenses
Expenses and receipts must be submitted within six weeks of the event, any claim submitted after this date must include a written explanation for the delay which will then be passed to VP Administration (except for Officers and Trustees which go to the President or the General Manager) for approval. If the authorising manager has a query which is unlikely to be resolved within one week, the claimant must be notified of the delay.

3. Car hire
Travel by Car hire, First class travel or Sleeper trains requires prior permission from the Head of Resources and/or VP Administration via the Office.

4. Mileage Rate
The current mileage rate is 37.5p per mile and is in line with the Open University rates. If the claimant is providing a lift to someone who is also attending the same meeting/event, the claimant may also claim 5p per mile for each passenger.

5. Subsistence
Reimbursement of subsistence is to cover reasonable out of pocket expenses for food and drink on journeys (from leaving home to arriving at the venue). The amounts that can be claimed are set out in the table below. Receipts are required for all subsistence expenses.

<table>
<thead>
<tr>
<th>Length of Journey</th>
<th>Current Rate</th>
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<tbody>
<tr>
<td>3 to 8 hours</td>
<td>Up to £5 maximum</td>
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<tr>
<td>Over 8 hours</td>
<td>Up to £10 maximum</td>
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Where an overnight stay is necessary and an evening meal is not provided the Association will reimburse up to a maximum of £20 per night.
In exceptional circumstances it may be possible to grant additional funds i.e. if there are medical or special dietary needs. Support and advice is available from the Resources Team at ousa-resources@open.ac.uk. Under no circumstances will expenditure on alcohol or tobacco be reimbursed.

6. Advances
Advances can be provided for those having difficulty funding their travel to attend a Students Association meeting/event. Advances for Open University meetings/events must be claimed from the Open University directly. Students Association advances must be submitted to the Office at least ten working days prior to the event to ensure payment is timely.

An advance must always be followed by an expense claim form giving a detailed account for the advance, including receipts for all items of expenditure. The claim form must be submitted within six weeks of the meeting/event. Failure to do so could result in the full amount being recovered from you.

If the advance is more than the cost of your travel or you are unable to attend the meeting/event, the amount owing must be repaid to the Association. You will be sent details of how to repay the amount on receipt of the claim. Any amount owing cannot be held over to the next meeting/event you attend.

Further advances may not be approved whilst there is still a claim outstanding.