**ACT002**

**Student Group Reimbursement Policy**

**Document Owner: Student Opportunities Manager**

1. **Methods of Reimbursement**
	1. Student groups are able to reimburse their members provided that any expenditure it for the benefit of the wider membership and is in line with the group’s constitution.
	2. There are two methods of reimbursement: by cheque or BACS payment.
	3. It is advisable that records are kept by the Treasurer of all reimbursements made.
2. **Before claiming a reimbursement**
	1. The group is to make sure that there are sufficient funds available **before** a purchase is made and a reimbursement requested. All funds are not to be used without the prior consent of the committee, more specifically, the Treasurer.
	2. It is recommended that any relevant forms are filled out electronically, correctly and in full.
	3. It is the responsibility of the Treasurer to ensure that all invoices and receipts are viable, and that they are original, printed copies and not handwritten. Please note that an itemised receipt is required; a card receipt (details only the total, and not the items purchased) is not suitable.
	4. Any invoices or receipts that the Students’ Union deem as unsuitable will not be accepted and no reimbursement will be supplied. Example invoices can be provided by the Societies team to show what information is required from a supplier e.g. VAT number, contact details etc.

**PROCESS**

1. Complete the ‘Student Group Expenditure’ form\* **electronically** which includes the following information:
	1. General information
		1. Date
		2. Method of payment (Cheque or BACS)
		3. Student group name
	2. Details of the recipient (student that is to receive reimbursement) which includes:
		1. Full name
		2. Email address
	3. Details of the claimant (Treasurer) which includes:
		1. Full name
		2. Committee Position
		3. Signature
		4. Email address
	4. Details of the claim
		1. Description of expenditure
		2. Total amount to be reimbursed
	5. Signatures
		1. Sport/Society Administrator (Amount under £50)
		2. Student Opportunities Manger (Amount over £50)
	6. Details of payment method
		1. Name of Recipient
		2. Company name (*if applicable*)
		3. Bank Name\*\*
		4. Account number\*\*
		5. Sort code\*\*
		6. Reference (Club/Society)\*\*
		7. Address
		8. Postcode

\* This can be found on the SU website [www.northamptonunion.com](http://www.northamptonunion.com) under the Committee Hub or requested via email.

\*\* For BACS payments only

* 1. Receipt(s) and/or invoice to be provided by recipient.
	2. The following are to be stapled together for processing by the Finance Department:
		1. ‘Student Group Expenditure Claim’ form
		2. Receipt(s) and/or invoice
	3. Form to be given to Sports/Societies Administrator to check and sign.
	4. Once approved (signed) if a cheque has been requested, using their Student card as ID, may go to the Engine Shed Reception to collect the cheque (please allow 2 working days). Any cheque given **must** be signed for.
	5. If a BACS (direct bank transfer) payment has been request it will be made to the recipient within **14 working days**.
	6. Staff member to collect form and input following data into spreadsheet:
		1. Full name (of recipient)
		2. Student number
		3. Email address
		4. Account number
		5. Sort code
		6. Group 3-digit code
		7. Value
		8. Date received
		9. Date sent to Finance team
	7. Staff member to send spreadsheet to Finance Department **once a week** on agreed day of the week along with the folder location of scanned copies of all reimbursement forms to be processed.
	8. Paperwork is to be submitted to the reception and sent to Finance Department once payment has been arranged to complete process.
	9. Once payment has been arranged, a member of Finance Department is to add the date of when the payment has been sent to spreadsheet to give visibility to Sports and Societies team.

**REVIEW**

This process will be reviewed annually by the Student Opportunities Manager.

**Last Review: 29/11/18**

**Next Review: 29/11/19**