Postgraduate Funding – Terms of Reimbursement

Please make sure your application is submitted at least 10 working days before your activity to allow the team time to review and process your application.

In the months of **September and March**, please provide 15 working days as these are our peak times and will delay processing.

Our budget for the year is often divided by semester (first, second, and summer period). Funds are limited, so please don't be disappointed if your application does not get accepted.

The purpose of the Postgraduate Fund is to help postgraduate students to:

1. cover their conference or research costs or
2. to organise student-led events, projects and activities

These are the terms by which all payments made back to students to cover their event, conference, or research expenses are bound. The terms are in effect once a student receives approval of their social grant or conference fund application.

Please note that, by submitting a funding application to uea(su), you are automatically agreeing to the Terms of Reimbursement. These terms only apply to funding originating from uea(su).

If you believe that you are entitled to a larger amount than what you were reimbursed, you may appeal this by e-mailing su.voice@uea.ac.uk with subject title "funding reimbursement appeal".

Terminology

For the purposes of the Terms of Reimbursement, the following terms are defined as follows:

- **Activity** – the object or purpose of funding.
- **Item** – each source that incurred a cost, as these are specified and broken down in the application.
- **Evidence of expenditure** – any proof that the student indeed spent the claimed cost on the claimed item. This may include, but is not limited to, cash machine receipts, event or conference tickets, online receipts, and email exchanges.
- **uea(su)** – the entirety and constituents of the students' union, including members of staff, the Postgraduate Education Officer, and the Voice and Representation team.

General Restrictions

In general, you can claim back money for most parts of your conference or activity, however the SU reserves the right to decline the whole or partial funding.

You must break down your costs appropriately. For example, "*travel costs*" is very vague and will not suffice. "*Off-peak train ticket from Norwich to Birmingham*" is much more precise.

In cases where a detailed cost breakdown is not possible because items are purchased as offers or bundles, this should be clearly stated in the item costing row. Everything included in the bundle or offer must be specified.

Your items must be set out in a way so that the spending can be directly matched from any receipts provided.

Please do not request funding for luxury items, such as limousine transport as this will not be approved.

Guidelines

1. Conference and research costs:

In general, you can claim back money for most parts of your conference. However, there is a guideline of £200 per application and the SU reserve the right to decline the whole or partial funding.

You can apply for any significant expenses that your conference or research would incur. This could include travel between cities, research materials, a daily meal, etc.

For example, bus tickets or a taxi to and from Norwich train station, snacks throughout the day, coffees for the journey and generally micro-costs of this nature are generally not accepted. Please claim back only for <u>major expenses</u> and one meal per day.

When completing your application, please do not quote unreasonably high prices. If you are requesting funding for a subsidised meal, we recommend a **maximum spending of £15.**

2. Social activity costs

The purpose of the Postgraduate Social Grant Fund is to help groups of postgraduates to organise student led events, projects and activities. The funding must be used towards an activity or event that aims to better the postgraduate student experience at uea(su).

You can apply for funding that will help the intended event/activity to run effectively. This could include equipment, publicity materials, speaker expenses, affiliation fees, travel, speakers, and refreshments for socials etc.

Examples of events/activities the PG Social Grant will not support:

- Subsidising charity fundraising (you can still fundraise, but you need to cover the costs from money raised or from other funds which are not affiliated with the Students' Union).
- Donating Students' Union affiliated money to other charities.
- We cannot fund house parties or reimburse any purchase of alcohol.
- Please do not quote unreasonably high prices. When a social includes food, we recommend a maximum spending of **£15 per head** for subsidised meals, and a maximum spending of **£5 per head** for barbecues or picnics.

Conditions of Reimbursement

Please read the following points carefully to avoid delays and manage expectations with your application:

- No reimbursement will be paid for items where no evidence of expenditure has been provided.
- The reimbursement will only be made up to the amount of funding approved for each item in the application. In cases where the actual cost of the item exceeds the amount of funding approved, the difference will not be covered.

  For example, if £20 was approved for travel expenses, but it cost £30, you would be reimbursed £20.

- In cases where the amount spent was less than the amount approved, the uea(su) will reimburse you for the actual amount spent and not the forecast amount.

  For example, if your travel expenses were approved at £30, but it cost £20, you would be reimbursed £20.

Timeframe of reimbursement

- Reimbursement will be paid to the account holder <u>after</u> the event has taken place, or the money has been spent. No proactive funding will be granted.
- Uea(su) will reimburse applicants within <u>10 working days</u> of receiving evidence of expenditure, or within <u>15 working days</u> during the disclosed peak times.
- Payments can only be made to the applicants UK bank account via our finance team.
- In extreme circumstances payments be made on a student's behalf directly to a company or service.