



SEADREAM

Science & Engineering Around Devon; Research, Education And More!
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Seadream: Collective “Celebrating STEAM in the SW” Travel, Subsistence and Equipment Policy

Last Review: June 2021 Date due for Review: June 2022

This policy applies to all collective representatives on “Celebrating STEAM in the SW”. It is designed with the intention of providing collective representatives with a fair, efficient, environmentally conscious and cost-effective way of working.

Expenses

All requests for travel, subsistence or equipment over £50 **must** be agreed in principle before bookings and plans are confirmed.

Claims should be submitted within six weeks following the incurred expense date.

Travel allowance.

Public transport is the preferred option of travel, where possible and practical, i.e. for meetings and training.

Care should be taken to book the most economical ticket, in advance where possible.

Safety is also a priority – Lone travelling at night is dissuaded.

Our collective representatives must consider the environment with any travel plans: Do not travel unnecessarily; carry out multiple tasks in one trip, and, car share where possible.

Business miles claimed at: 45p per mile

Parking charges and tolls can be reimbursed with copies of receipts, or other suitable evidence.

Subsistence

Individual needs will always be considered, including for family commitments and disabilities.

Accommodation is to be agreed in principle prior to confirming commitments.

Accommodation is to be booked in advance. Safety, environment and cost are all to be considered when selecting accommodation.

Meal allowances will be based on £10 breakfast/ £15 lunch/ £20 evening meal.

Allowances may be higher where justified, i.e. set by conference centre or taken in central London.

Collective Policy for Travel, Subsistence and equipment Equipment for activities that meet the collectives' mission of "Celebrating STEAM in the SW" can be claimed. Please agree in principle prior to purchase, especially where individual claims are greater than £50.

Invoices for time

If you carry out work on behalf of the collective that is outside your normal remit of work or outside your usual volunteering, you may request payment. This will be set at £15 per hour. Please agree the time allocation for the collective as we, as admin, must plan our activities within budget allocations to the collective.

Other information

The collective admin will be approving/rejecting claims at least twice a week. Claims should therefore be processed within 5 working days.

If you have questions or concerns about this please contact Juliette (jjackson@seadreameducation.com); Jeanette (sea@seadreameducation.com) or Kate (kate.crawfurd@gmail.com).