

Open Collective Claiming Expenses

1. Claim your funds

You can claim money up to the amount that your collective holds on the Open Collective site. You can claim for costs associated with running warm spaces.

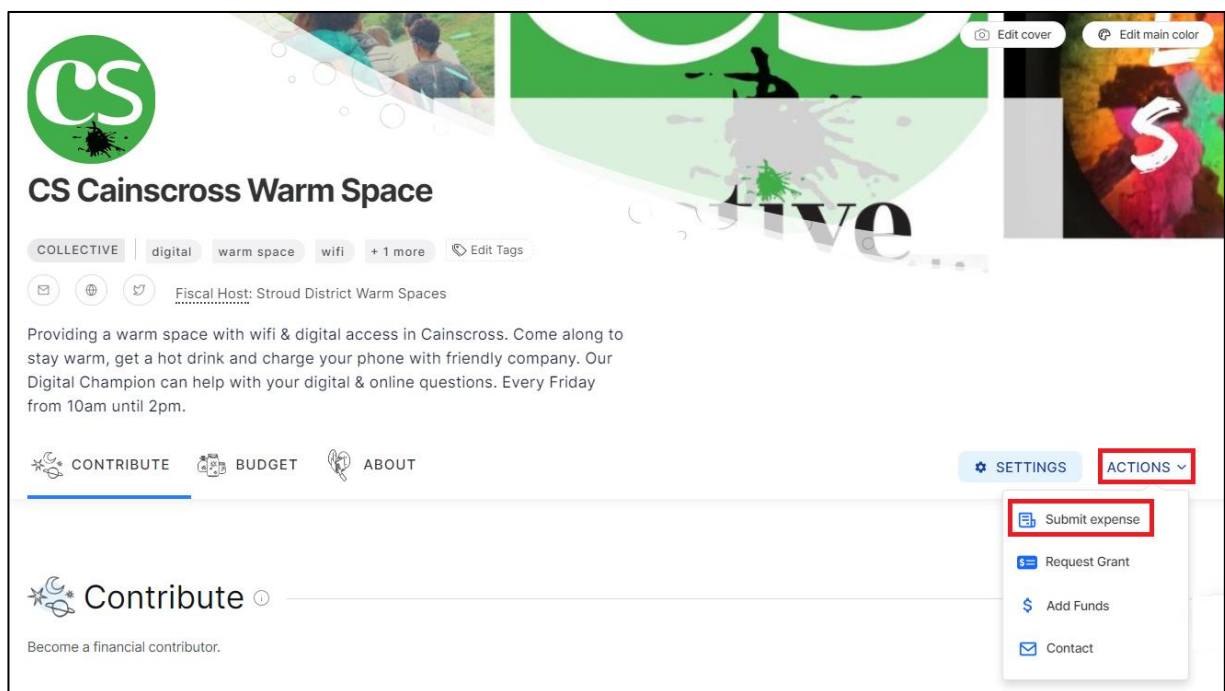
2. Estimate your costs (unless you are providing a single receipt)

Estimate your costs for warm space activities that are clearly in addition to normal provision at a community venue. Use these values:

- Staff (including admin) £15 per person per hour.
- Utilities £10 per hour
- Premises hire £15 per hour
- Food - whatever you spent.

3. Submit an 'expense'

Follow the 'submit an expenses' feature on your Open Collective page and complete the steps.



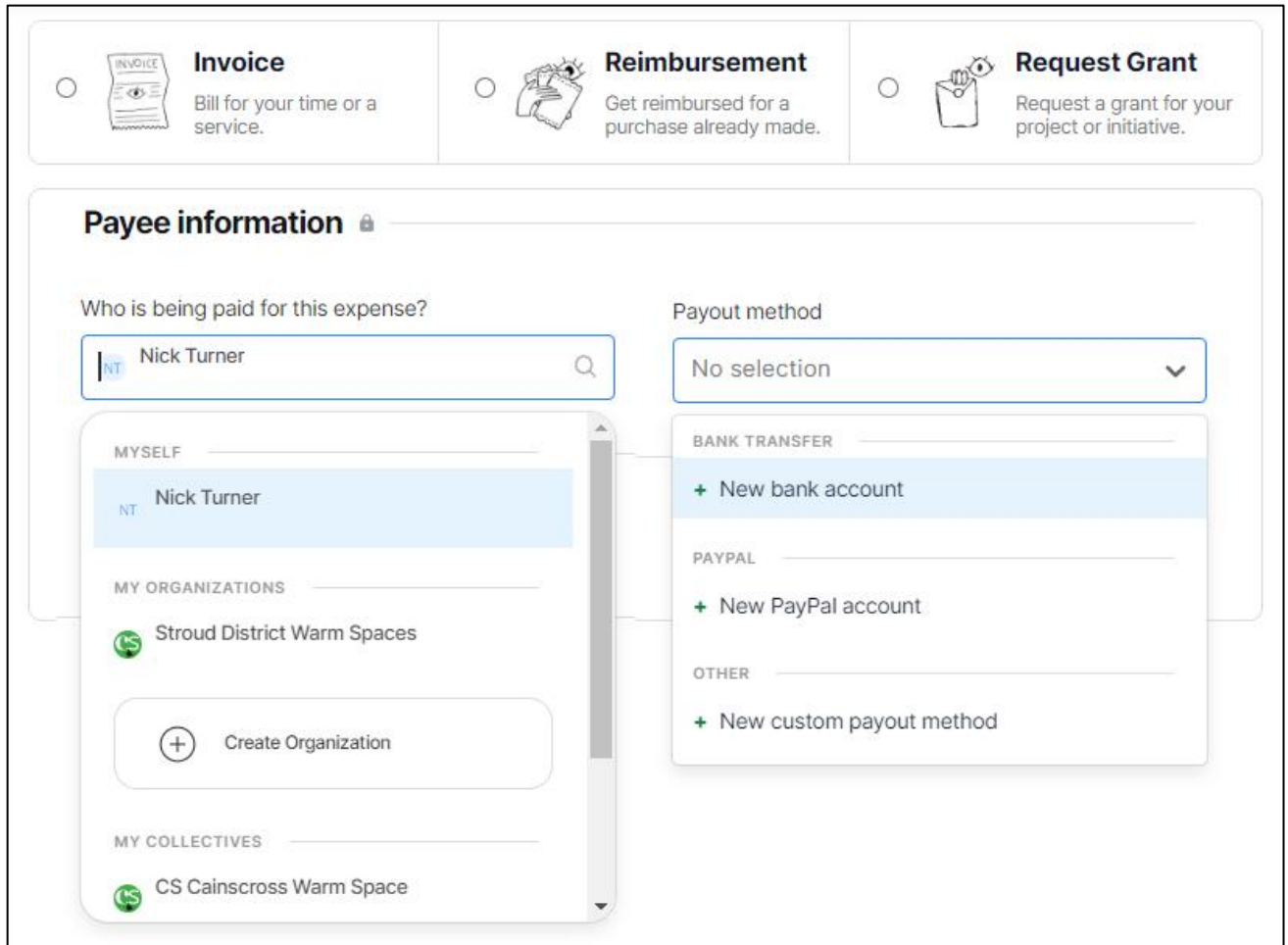
NOTE: We do not need an invoice or document uploaded unless you want one for your collective's purposes.

To evidence the claim simply put in a short description in the text box within those steps. For example,

'We hosted 4 warm space drop-in sessions in October, once a week for 4 hours. We needed 1 staff member to run it, we used volunteers, we provided some food. We estimate the additional cost to use over normal business to be total £180'.

4. Payout method

- a) Choose either reimbursement or invoice.
- b) Select your Payee.
- c) Select and setup your Payment method.



The screenshot shows a web interface for selecting a payment method. At the top, there are three radio button options: 'Invoice' (with an invoice icon and description 'Bill for your time or a service.'), 'Reimbursement' (with a hand holding money icon and description 'Get reimbursed for a purchase already made.'), and 'Request Grant' (with a hand holding a coin icon and description 'Request a grant for your project or initiative.'). Below these is a section titled 'Payee information' with a lock icon. It contains two main sections: 'Who is being paid for this expense?' and 'Payout method'. The 'Who is being paid for this expense?' section has a search bar with 'Nick Turner' entered and a search icon. Below the search bar is a dropdown menu with three categories: 'MYSELF' (containing 'Nick Turner'), 'MY ORGANIZATIONS' (containing 'Stroud District Warm Spaces' and a '+ Create Organization' button), and 'MY COLLECTIVES' (containing 'CS Cainscross Warm Space'). The 'Payout method' section has a dropdown menu currently set to 'No selection'. Below it are three categories: 'BANK TRANSFER' (with '+ New bank account'), 'PAYPAL' (with '+ New PayPal account'), and 'OTHER' (with '+ New custom payout method').

Payment is usually via Paypal, which is the quickest way to pay. Anyone can get a Paypal account using an email address at their website, [paypal.com](https://www.paypal.com).

If your constitution or finance policy does not permit this method, then you may choose direct payment to a bank account; please provide full details.

Any problems please do message us on communityhubs@cscic.org