

SELWYN MCR EXPENSES POLICY

1.0 Qualifying expenses

1.1 The following expenses/subsidies shall qualify for reimbursement from the MCR:

- Expenses in lieu of organizing MCR events or other expenses agreed upon by the MCR Committee. These may only be claimed by members of the MCR committee and should be in accordance with the budget agreed upon by the MCR committee for the event(s).
- MCR members may apply for a subsidy for items/activities that the MCR committee has set aside a budget for. Any claims need to be in line with the subsidy policy. See below for details.

2.0 Bike lights and helmets

2.1 Members of the MCR are eligible to have expenses on bike lights and helmets reimbursed in line with the following criteria:

- The maximum amount for a single claim may not exceed £10.
- A single claim is referred to as either a bike light or a helmet but not both.
- An MCR member may not claim more than £20 during an academic year in lieu of bike lights and helmets.
- An MCR member may not claim more than 2 expenses during an academic year which must be restricted to 1 bike light claim and 1 helmet claim.
- A valid expense claim form if reimbursement is required via online transfer OR online expense request if reimbursement is required through the college bill but NOT BOTH.

3.0 Emergency visits to Addenbrookes

3.1 In the case of injury or illness requiring urgent care, MCR members are eligible to a reimbursement of taxi fares to and from Addenbrookes hospital. Qualification for the subsidy requires the following criteria to be met.

- The subsidy is restricted to injuries or illnesses that require urgent treatment. E.g. Visits to GPs or visitation for regular dental appointments and check-ups do not fall within the purview of this subsidy.
- Valid receipts for taxi journey to and from Addenbrookes.
- Valid medical certification/documentation confirming the visit to A&E.
- A valid expense claim form if reimbursement is required via online transfer OR online expense request if reimbursement is required through the college bill but NOT BOTH

4.0 Personal Development Subsidies (Previously sports subsidies):

4.1 Members of the MCR are eligible to apply for personal development subsidies in line with the following criteria:

- The subsidy may be used to purchase sports equipment, to subsidize entry into Inter College tournaments or to attend relevant training and development courses related to clubs and societies of Selwyn College.
- The claimant would need to apply for the subsidy before the expense has been incurred. Applications should be submitted to one of the co-treasurers.
- The claimant needs to demonstrate in their application how the item of purchase, event or course would develop their skills in particular and contribute to the Selwyn MCR community in general.
- The subsidy is be restricted to £40 per person per academic year.
- The MCR committee only reimburses up to 60 per cent of the incurred expenses. The remaining amount is to be borne by the claimant. E.g. If participation fee for an event amounts to £30 in total, the MCR committee would reimburse up to £18 with the claimant paying the remaining £12.
- Claims shall only be open to individuals and not teams or groups. A member may not claim this subsidy on behalf of another person or another person in the same team.
- The maximum amount the MCR can claim under this head will be £600 for the Easter Term. The amount would be reassessed on a termly basis.
- Any applications not sufficiently fulfilling the criteria above would be tabled before the MCR Committee and the MCR Committee would decide whether the application qualifies for a subsidy under this head.

5.0 Procedure for claiming expenses:

5.1 Expenses may be claimed in one of two ways:

5.2 If the claimant requires reimbursement to his/her bank account, the claimant should fill out the expense claim form (circulated in the bulletin) and should submit the claim along with a valid receipt to one of the co-treasurers. The claimant should e-mail the MCR Treasurers account to indicate that a claim is being made. In normal circumstances, claims will be processed within 2 weeks and online transfers would be used to reimburse the claimant.

5.3 If the claimant wants settlement of the amount against his/her college bill, they should submit an online claim using the following link:

<http://www-mcr.sel.cam.ac.uk/events/claim.php>

Claimants would again need to submit a valid receipt to one of the co-treasurers. Once the claim has been processed, it would be taken off against the claimant's following term's College bill.