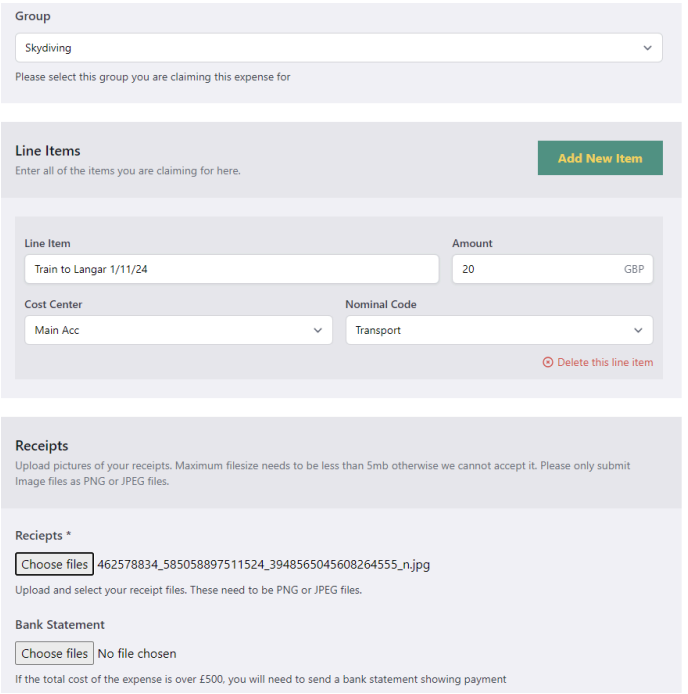
Expense Requests

As our drop zone is almost a 2 hour car journey from Leeds, we know that travelling can be a barrier to staying current. This is why we have put this expensing system in place to help reduce the cost of these trips. However, please note that we are often unlikely to refund the entire cost of your trip as we have a limited amount of money, and we would like to continue to prioritise subsidising jump tickets.

How to (In this example we are expensing travel cost)

1. Take a photo/screenshot of your receipt or bank statement. Please do not repeat any receipts or use ones that are more than 1 month old.
2. Go to engage https://engage.luu.org.uk/
3. Login. Press on your name (top right or in the menu). Press “Group Expenses”.
4. Press Add New Item.
5. In “Item description”
   Travel: date, mode of travel, and the location.
   Jump ticket: level(s)/jump type
6. Fill in the amount box (not necessarily the whole cost of the receipt).
7. For the cost centre select “Main Acc”.
8. For nominal code, please select “Transport” or “Coaching/Instruction/Staff”.
9. Attach the file containing your receipt.
10. Follow the instructions to fill in your bank details.We tend to process expenses quickly but please be patient.



What’s Allowed

- **Up to** £10 per way (to/from Langar) per person via public transport.
- **Up to** £10 per way (to/from Langar) per car when driving down
  - You may choose to split further costs between any passengers
- **Up to** £30 per way (to/from Langar) per person via public transport **when going for initial groundschool.**
- **Up to** £30 per way (to/from Langar) per car when driving down **for initial groundschool.**
- £50 for your first FS1 jump
- AFF discounts
- Reduced tunnel rates (for society approved/organised trips only). Prices as advertised.

Level	Discount
GS + Level 1	£19
L2 - L3	£41 each
L4 - L7	£5 each
L8	£0
Consoles	£2 each
L2 - A licence bulk deal	£140
Repeat level	£0 - sorry we’re not made of money!

What's not allowed?

- We will not expense multiple trips to/from the same location on two or more consecutive days - the society provides tents to our members in order to allow camping at our home dropzone when jumping on multiple days. This rule is negotiable as we understand that camping in winter is not an option but please note that all expenses are at the committee's discretion. Essentially this means that we can reject any expenses that we deem to be unfair or in breach of our rules.
- Repeat AFF jumps do not qualify for discounts
- Transport for repeat groundschools and refresh groundschools will be reimbursed at the standard £10 per way rules.
- We will not expense fuel for trips to and from train stations, we hope that our drivers are kind enough to give lifts to those in need.

Extra

- To minimise costs, we ask that as a group you try to arrange to fill all spaces in your car. The "Transport" group chat on WhatsApp has been added to help organise this.
- All expenses are at the society's discretion, we have the right to refuse or request amendments to any costs.

Requirements for expense forms

- The date, start location and end location should be included in the line item when claiming for transport
- The date must be visible on all tickets/receipts
- Additionally, start location and end location must be visible on public transport tickets/receipts
- To claim for AFF discounts, include a scan of your log book showing the level completed and the date

What happens if I breach this?

If we notice some unusual activity on your account that suggests that you are breaking these guidelines, we will:

1. Send you an email with a formal warning.
    - At this stage, you may dispute this warning if you have a valid reason for what we have noticed.
2. Impose a temporary ban.
    - If you continue your behaviour from the point of receiving a formal warning, you will have a temporary, or permanent ban, this will be based on the severity of the breach.
3. Impose a permanent ban from expensing and potentially from all society benefits such as reduced jump tickets, using the university kit hire, etc.

IMPORTANT: If unsure, ask the committee BEFORE making any purchases.

If you have any queries about any section of this document, please feel free to reach out to any of our committee members, we are all happy to help. You can reach us via social media (Leeds Skydivers) or contact us on leedsskydivers@gmail.com.