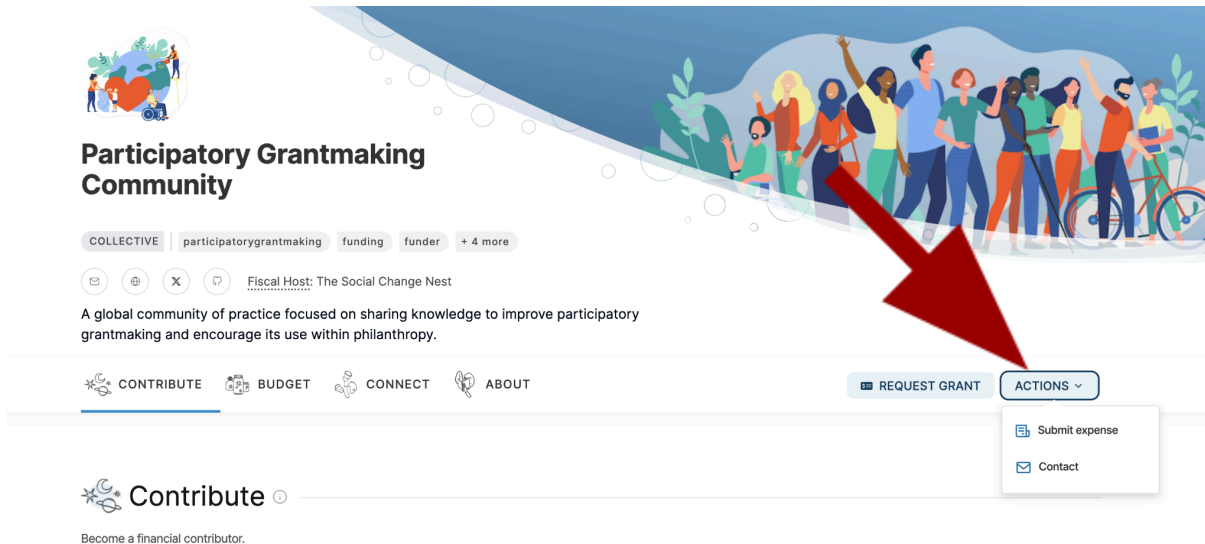


Open Collective Invoice and Expense Reimbursement Process

1. On the Participatory Grantmaking Community page, select “Actions”, and then “Submit expense”



2. You will be asked to create an account.

Continue with your email

Your email address

info@participatorygrantmaking.org

Continue

Don't have one?




[Create an account](#)

3. Select the option that best fits your request

Submit expense

Request payment from **Participatory Grantmaking Community**. Expenses will be processed once approved by a Collective admin. The amount, description, and your profile name are public, but attachments, payment details, and other personal info is kept private.

[Ok, don't show me again](#)




<input type="radio"/>	 Invoice Bill for your time or a service.	<input type="radio"/>	 Reimbursement Get reimbursed for a purchase already made.	<input type="radio"/>	 Request Grant Request a grant for your project or initiative.
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4. You will be asked to enter your country, address, bank account information, and currency you wish to receive the funds in.

Submit expense


Request payment from **Participatory Grantmaking Community**. Expenses will be processed once approved by a Collective admin. The amount, description, and your profile name are public, but attachments, payment details, and other personal info is kept private.

[Ok, don't show me again](#)


<input checked="" type="radio"/>	 Invoice Bill for your time or a service.	<input type="radio"/>	 Reimbursement Get reimbursed for a purchase already made.	<input type="radio"/>	 Request Grant Request a grant for your project or initiative.
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Payee information 

Who is being paid for this expense?

 Participatory Grantmaking Community
@pgmcomm

Choose country

 United Kingdom

Address

Apartment, suite, etc (optional)

City

Payout method

+ New bank account

Currency

No selection

☒ Save this info for future payouts

5. You will then be asked to provide information about your expense, including documentation, and amount. You can expense in any currency (so long as it is still in alignment with our pay policy which is in GBP) and Open Collective will do the calculation for you.

Expense title *(Public)*

This information is public. Do not put any private details in this field.

testing

Tag your expense

INVOICE Add tag

Expense Currency

GBP

Invoice reference *(optional)*

If the invoice being submitted has a reference number, add it here

testing

Upload invoice *(optional)*

If you already have an invoice document, you can upload it here.

Drag & drop or [click to upload](#)

Set invoice details

+ Add new item

Description

testing

Specify item or activity and timeframe, e.g. "Volunteer Training, April 2023"

Date

01/26/2025

Amount

CHF 25.00 = GBP 22.13

1 CHF = 0.885079 GBP

6. You will then have a chance to review all of the details and hit “Submit”

Feel free to reach out to us if you have any questions - info@participatorygrantmaking.org