

3DCrowd UK Expenses Policy:

This Expenses Policy provides guidance on the type of expenses that you can claim for and how to claim. To help provide clarity the following key principles should be adopted:

Key principles:

- Expenses must be pre-approved by a member of the 3DCrowd admin team before being incurred in order to qualify for reimbursement under this policy. Any expenses that have not been so pre-approved will be considered by 3DCrowd but will only be reimbursed at 3DCrowd's sole discretion. This will depend on the nature of the project and available funds.
- If you are able to incur expenses without requiring reimbursement, then that is amazing, however, we appreciate that you may not be in a position to do so.
- Unfortunately, **we are not currently able to guarantee reimbursement of all costs incurred that have not been preapproved** (e.g. mileage and postage costs). The donations page may show a healthy balance, however this has already been committed to the purchase of materials (e.g. visors and additional filament), logistical costs associated with previous and forthcoming print initiatives and other overheads such as regulatory approval and insurance costs. We are continually reviewing this policy in line with the performance of donations received and expenses incurred and will update you of any policy changes.
- Before committing to an expense with any supplier please consider how we could leverage our position to obtain a free contribution or discount on the services being provided.
- Expenses claimed must be incurred wholly, necessarily and exclusively for the benefit of 3DCrowd UK activities as directed by your regional or area coordinator.
- Our intention wherever possible is to procure all materials and distribution arrangements centrally going forward in order to benefit from bulk buying discounts. These supplies will then be distributed to the hubs as required. If you require additional materials, please contact your regional or area coordinator first.

If you have any questions, please email Finance at finance@3dcrowd.org.uk

Receipts and VAT:

- Please ensure that you provide copies of receipts where applicable to support your claim i.e. a picture showing the following information clearly by your smartphone. At a minimum, the receipt should show the name of the supplier, the nature of the supply, the date of the transaction and the cost.
- Where the supplier is VAT registered, the VAT number should be printed on the receipt, and the VAT rate and amount stated.
- Where the supplier does not provide a receipt in the approved format such as internet purchases, please provide a copy of the email acknowledgement or confirmation.

Approval and Confirmation:

- All expense claims will need to be passed to your regional or area coordinator for approval.

Filament costs:

- As mentioned in the key principles, our intention is to procure all materials centrally going forward in order to benefit from bulk buying discounts.
- For the Prusa RC3 if you have incurred filament costs and wish to be reimbursed, we would prefer to reimburse you with replacement PETG/PLA filament at 1kg/15 units so that you can continue to make additional units. If however you would prefer cash reimbursement we are prepared to pay £1 per 3D printed frame (£0.90 for the top section, £0.10 for the bottom section).

How to claim filament costs:

- Please complete the necessary fields on the dispatch form in order to claim for reimbursement of filament:
https://docs.google.com/forms/d/e/1FAIpQLSfHmUHM-SknNALugelO_pMqCoLiUjB4_RaDzf1ft5tlfPltmw/viewform

Mileage costs:

- As mentioned in the key principles, **we are not currently able to guarantee reimbursement of mileage costs**. We are continually reviewing this policy in line with the performance of donations received and expenses incurred and will update you of any policy changes.
- Note that mileage reimbursement requests must be approved by your regional or area coordinator to be considered for reimbursement.
- The mileage claimed must reflect the most direct route possible according to the AA app (link below) and the journey must be wholly, necessarily and exclusively for the benefit of 3DCrowd activities as directed by your area coordinator:
<https://www.theaa.com/driving/mileage-calculator.jsp>
- Where reimbursement of mileage is agreed, 3DCrowd will reimburse mileage up to 45p per mile. If you are comfortable not to be reimbursed up to the maximum amount, you can specify a lesser amount as part of your claim. It is also possible to only claim for fuel instead of mileage. If you would like to only claim fuel, please still track your mileage, but add your fuel receipts to your claims. Any amounts not claimed for mileage will allow for more money to be spent elsewhere.

How to claim mileage costs:

If you are claiming mileage costs as part of a dispatch submission:

- Please complete the necessary fields on the dispatch form in order to claim for reimbursement of mileage:
https://docs.google.com/forms/d/e/1FAIpQLSfHmUHM-SknNALugelO_pMqCoLiUjB4_RaDzf1ft5tlfPltmw/viewform

If you are a claiming standalone mileage costs:

- Please complete the necessary fields on the new 'hub dispatch' form in order to claim for reimbursement of mileage.

Postage costs:

- As mentioned in the key principles, **we are not currently able to guarantee reimbursement of postage costs**. We are continually reviewing this policy in line with the performance of donations received and expenses incurred and will update you of any policy changes.
- Please ensure that you provide copies of receipts where applicable to support your claim (see Receipts and VAT section).

How to claim postage costs:

- Please complete the necessary fields on the dispatch form in order to claim for reimbursement of postage:
https://docs.google.com/forms/d/e/1FAIpQLSfHmUHM-SknNALugelO_pMqCoLiUjB4_RaDzf1ft5tlfPltmw/viewform