



Terms of Reimbursement

These are the terms by which all payments made back to students to cover their event, conference, or research expenses are bound. Please note that these terms only apply to funding originating from postgraduate(su). The terms are in effect once a student receives approval of their social grant or conference fund application.

Please note that, by submitting a funding application to postgraduate(su), you are automatically agreeing to the Terms of Reimbursement.

If you believe that you are entitled to a larger amount than what you were reimbursed, you may appeal this by e-mailing union.postgrads@uea.ac.uk with subject title "Funding reimbursement appeal".

Terminology

For the purposes of the Terms of Reimbursement, the following terms are defined as follows:

Activity – the object or purpose of funding. For social grant, this would be the event in question. For conference fund, this pertains to the conference or the research that the student requests funding for.

Item – each source that incurred a cost, as these are specified and broken down in the application.

Evidence of expenditure – any proof that the student indeed spent the claimed cost on the claimed item. This may include, but is not limited to, cash machine receipts, event or conference tickets, online receipts, and e-mail exchanges.

Application – any of the two postgraduate funding applications, meaning the social grant or the conference fund applications.

Postgraduate(su) – the entirety and constituents of the postgraduate students' union, including members of staff, the Postgraduate Education Officer, and the Postgraduate Committee.

Terms of Reimbursement

1. Approval of application

- 1.1. The mere submission of an application does not constitute an obligation of postgraduate(su) to cover the applicant's expenses. For an obligation of postgraduate(su) to cover expenses, the funding application must first be approved by the Postgraduate Committee.
- 1.2. Postgraduate(su) reserves the right to reject or only partially approve an application. Where applications are only partially approved, postgraduate(su)'s obligation to reimburse the student only pertains to the items that were approved by the Postgraduate Committee.

2. Conditions of reimbursement

- 2.1. No reimbursements will be made for items for which evidence of expenditure has not been provided.
- 2.2. Reimbursements will only be made up to the amount of funding approved for each item through the application. In cases where expenditure exceeds approved funding for any given item, the difference will not be covered by postgraduate(su).
- 2.3. Reimbursement will be equal to the summed accumulation of the evidence of expenditure provided, *given that the amount and purposes of spending were specified in the application and approved by committee.* Where the spending was lower than the initial amount approved, postgraduate(su) will only cover the actual, and *not* the forecasted, spending.
- 2.4. No funds can be granted for retrospective spending. Funding may only cover items arising solely by the organisation and conductance of the activity, as these have been specified in the application.

3. Timeframe of reimbursement

- 3.1. Reimbursement will be paid back to the account holder *after* the activity, and no proactive funding may be granted.
- 3.2. Postgraduate(su) will reimburse applicants within 10 working days of receiving evidence of expenditure.