

YOUR GUIDE TO SUBMITTING EXPENSES

Getting ready

[Open Collective](#) is an online platform that helps fiscally hosted groups receive and manage money transparently, making it easy to submit expenses, track budgets, and get paid.

Any time anyone in your group needs money they 'submit an expense'.

Your checklist before you start:

- Create a personal profile on Open Collective as you can't submit expenses without one: [Create an account](#)
 - You'll be asked for your name and email address. You can edit your display name via your profile settings.
- You will be reimbursed by bank transfer.
 - Though the Open Collective is all about transparency, your bank details are **never shared publicly**. Only the finance team at The Social Change Nest (SCN) can see them.

When will I be paid?

Once you have submitted your expense, the admins of your group will be notified to review your submission to make sure it's in line with the group's expense policy. The admins are responsible for making the decision to approve your expense.

If you've missed a detail, one of your group admins may leave a comment on the expense. You can edit your expense and resubmit it.

Once your expense has been approved, The Social Change Nest will process payments on **Tuesdays and Fridays** (excluding Bank Holiday changes). You should see the payment come through within 48 hours.

Submit your expense: step by step

Step 1

Visit the Open Collective page and [create a personal account](#). You need an account to submit your expenses to the group admins.

Step 2

Visit your group's Open Collective page and click the "Submit Expense" button on the right-hand side of the page.

Step 3

Follow the steps to create your expense. Your group and your profile should be automatically selected.

Step 4

Select 'new payout method', and add the details of the bank account you'd like to get paid into.

Save these details to make it quicker and easier the next time you submit an expense.

Submit expense

Expense Details

- Who is paying
- Who is getting paid?**
- Payout Method
- Type
- Expense items
- Title

Summary

Select a payout method

Where do you want to receive the money

New payout method

Choose a payout method ▾

No selection

Bank transfer

Select the type of expense

Invoice

I am submitting an invoice to get paid

Reimbursement

I want a reimbursement for something I've paid for

Step 5

Select invoice if you'd like to get paid before making a purchase, or reimbursement if you've already made the purchase.

Make sure you read the instructions provided by your group before proceeding.

Submit expense

Expense Details

- Who is paying
- Who is getting paid?
- Payout Method**
- Type**
- Expense items
- Title

Summary

Select the type of expense

Invoice

I am submitting an invoice to get paid

Reimbursement

I want a reimbursement for something I've paid for

Collective instructions to submit an invoice

Travel and Accommodation Costs
The Workers Policy Project will cover the financial cost of transport, food and accommodation when traveling.

Transport: We prioritize low-carbon transport means (train, bus, cycling) even if the cost is higher. We trust people to make a decision that is right for them. We welcome these conversations in the team if you have any doubts.

Mileage: We will pay 45p per mile for cars and vans for the first 10,000 business miles and 25p for each mile over the 10,000 mark.

Step 6

Add the details of the expense, including the date and amount.

If needed, you can add attachments like a receipt or screenshot.

If you're submitting an expense for multiple items at the same time, you can choose to add them individually by selecting 'add item'.

Submit expense

Expense Details

- Who is paying
- Who is getting paid?
- Payout Method
- Type**
- Expense items
- Title

Summary

Expense items

Add the expense items that you'd like to be paid for ▾

Item Description	Date	Amount
Room hire August	28/08/2025	£ 100.00 GBP
Refreshments for August meeting	28/08/2025	£ 20.00 GBP

+ Add item

£120.00 GBP

Step 7

Remember that the title and amount of your expense will be public.

Edit the title if it is different from the item itself.

The screenshot shows the 'Submit expense' interface. On the left, a vertical navigation bar lists steps: 1. Expense Details, 2. Who is paying, 3. Who is getting paid?, 4. Payout Method, 5. Type, 6. Expense items, 7. Title (which is currently selected and highlighted in blue), and 8. Summary. The 'Title' section on the right shows 'Meeting August' in the input field, with a 'Tag your expense' section below it. The 'Summary' section shows a summary of the expense, including the title 'Meeting August', an 'INVOICE' button, and a note that it was submitted by 'Coco.Cherian' on 'Aug 28, 2025'. The 'Items' section lists 'Room hire August' with a date of 'Aug 28, 2025' and a cost of '£100.00 GBP'.

Step 8

At the summary stage, review all of the details you've input.

Check the amount, title and account details are correct.

Click submit expense.

[View a video of this process here.](#)

The screenshot shows the 'Submit expense' interface. The 'Summary' section on the right shows a summary of the expense, including the title 'Meeting August', an 'INVOICE' button, and a note that it was submitted by 'Coco.Cherian' on 'Aug 28, 2025'. The 'Items' section lists two items: 'Room hire August' with a date of 'Aug 28, 2025' and a cost of '£100.00 GBP', and 'Refreshments for August meeting' with a date of 'Aug 28, 2025' and a cost of '£20.00 GBP'. The total amount is listed as 'Total Amount £120.00 GBP'. The 'Invoice' section shows an input field for the invoice reference number.

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