

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.

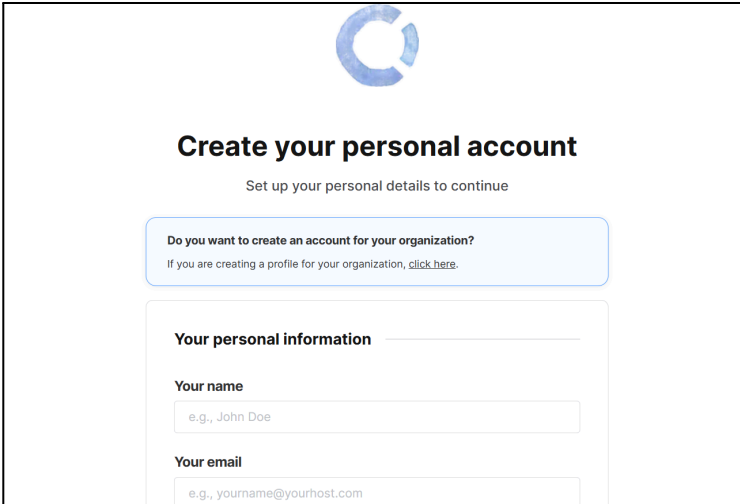
If you've missed a detail, one of your group admins may leave a comment on the expense. You can edit your expense and resubmit it.

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

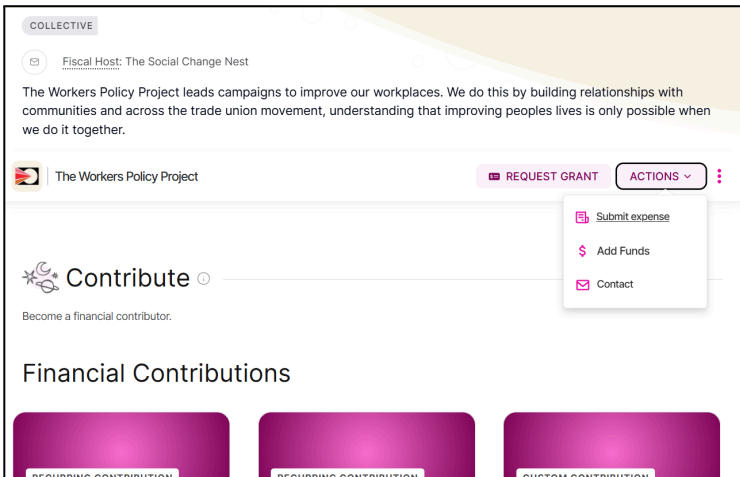
Visit the Open Collective page and [create a personal account](#). You need an account to submit your expenses to the group admins.



The screenshot shows the 'Create your personal account' page. At the top, there's a blue circular logo. Below it, the heading 'Create your personal account' is followed by the subtext 'Set up your personal details to continue'. A light blue box contains the question 'Do you want to create an account for your organization?' with a link 'If you are creating a profile for your organization, click here.' Below this is a section titled 'Your personal information' with two input fields: 'Your name' (with the example 'e.g., John Doe') and 'Your email' (with the example 'e.g., yourname@yourhost.com').

Step 2

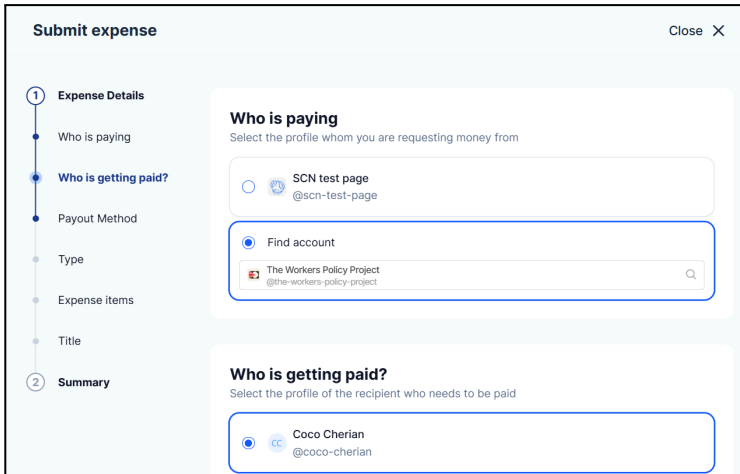
Visit your group's Open Collective page and click the "Submit Expense" button on the right-hand side of the page.



The screenshot shows a group's Open Collective page for 'The Workers Policy Project'. At the top, there's a 'COLLECTIVE' tab and a header with the group's name and description. Below the header, there's a 'Contribute' section with the text 'Become a financial contributor.' and 'Financial Contributions'. On the right side, there's a 'REQUEST GRANT' button and an 'ACTIONS' dropdown menu. The 'ACTIONS' menu is open, showing three options: 'Submit expense', 'Add Funds', and 'Contact'. Below the 'Contribute' section, there are three buttons: 'RECURRING CONTRIBUTION', 'RECURRING CONTRIBUTION', and 'CUSTOM CONTRIBUTION'.

Step 3

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



The screenshot shows the 'Submit expense' form. On the left, there's a progress bar with two steps: 'Expense Details' (selected) and 'Summary'. The 'Expense Details' step has four sub-steps: 'Who is paying', 'Who is getting paid?', 'Payout Method', and 'Type'. The 'Who is paying' section has a dropdown menu with 'SCN test page' and '@scn-test-page' selected. Below it, there's a 'Find account' section with a search bar containing 'The Workers Policy Project' and '@the-workers-policy-project'. The 'Who is getting paid?' section has a dropdown menu with 'Coco Cherian' and '@coco-cherian' selected. The form is titled 'Submit expense' and has a 'Close' button in the top right corner.

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 Close X

Expense Details

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

2 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

Collective instructions to submit an invoice

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 Close X

Expense Details

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

2 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 Close X

Expense Details

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

2 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	GBP 100.00
Refreshments for August meeting	28/08/2025	GBP 20.00

£120.00 GBP

[+ Add item](#)

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' form with a progress bar on the left. The progress bar has two steps: '1 Expense Details' (active) and '2 Summary'. The 'Expense Details' section includes fields for 'Who is paying', 'Who is getting paid?', 'Payout Method', 'Type', 'Expense items', and 'Title'. The 'Title' field is currently empty. Below the 'Title' field is a 'Tag your expense' section with a button labeled 'INVOICE' and a link 'Add tag'. The 'Summary' section shows the title 'Meeting August', the submitter 'Submitted by Coco Cherian', the date 'Aug 28, 2025', and a list of items: 'Room hire August Aug 28, 2025' for £100.00 GBP and 'Refreshments for August meeting'.

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' form with the progress bar now at '2 Summary'. The 'Summary' section shows the title 'Meeting August', the submitter 'Submitted by Coco Cherian', the date 'Aug 28, 2025', and a list of items: 'Room hire August Aug 28, 2025' for £100.00 GBP and 'Refreshments for August meeting Aug 28, 2025' for £20.00 GBP. The total amount is £120.00 GBP. Below the items is an 'Invoice' section with a field for 'Invoice reference number' and a button labeled 'INVOICE'.

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