



# University of Nottingham Polo Club – ALL MEMBERS 2024-25



## Rules:

- Pay petrol before the lessons, if you have a block or think you'll make ten journeys in a year, it is advised to get a petrol block (there is a small charge on the SU for each purchase and this can add up, but more importantly its less hassle and means you are less likely to pay a late fee)
- Once your fuel payments credits go negative, you will receive a warning message. You then have two weeks to pay the due petrol. If this is not paid within this period, you will then have to pay the increased fuel price for this journey. Until this is paid, you will not be able to get into another lesson.
- Please be respectful of the drivers' cars – bring bags for your boots and take your rubbish with you when you leave.

## Template:

Feel free to use the excel shown below - or create your own - to keep track of your lessons and fuel. If this is something you'd like to use, email me ([egysh10@nottingham.ac.uk](mailto:egysh10@nottingham.ac.uk)) and I will forward it on. Here is how the excel is intended to be filled out:

Ignore if you haven't got a block, just fill in lessons as you go

Mark as Yes, unless you drive separately (usually in holiday time), or if there are only two in the car (petrol paid amongst yourselves)

If you've bought a petrol block, keep track here. Can also be used for friendly tournaments at Offchurch

Block 1					
Lesson	Date	Petrol through SU?	Paid? Y/N	Date paid	Petrol block
1	04/05/2024	Y	Y		1
2	10/05/2024	No, drove seperately			
3	20/05/2024	Y	Y		2
4	29/05/2024	No, only two in car	Y	29/05/2024	
5	03/06/2024	Y	Y		3
6					
7					
8					
9					
10					

If you haven't got a petrol block or must pay someone back when there's only two of you, keep track of when you've paid petrol here. If this is left longer than two weeks, you must pay the late petrol fee



Same concept for the friendlies and tournaments excel. Shown below, as the friendlies are at Offchurch, petrol blocks can be used, and the number in the block is recorded.

Friendlies							
Name	Date	Petrol paid?	Date paid	Entry paid?	Date paid	Hire paid?	Date paid
Halloween	30/10/2024	Y - block - 4		Y	20/10/2024	Y	28/10/2024
Christmas							
Summer							

## DRIVERS

### Claim entitlement amounts:

Below are the amounts you can claim to cover your fuel costs, which vary dependent on where you drive from:

- University Park/Lenton to Offchurch: £23.50
- Sutton Bonnington/Kegworth to Offchurch: £20.50
- University Park/Lenton via SB/Kegworth to Offchurch: £25.50

*\*This is the amount you could claim in previous years, subtracting the previous £6 driver contribution - you no longer pay for fuel on the SU as a driver\**

### Rules for claims:

- **Bundle your claims** - as a club we are charged £1.75 per transaction, therefore if you submit every journey alone this starts to add up. Please submit as many journeys in one go as possible to reduce this cost. (E.g. If you have driven from UP to Offchurch on 15/03/2024, 10/04/2024 and 28/04/2024, put in a claim for £70.50 after the 28/04/2024 with the data for all three journeys attached)
- **Take at least 2 passengers** - To make the claim viable, you will need at least two passengers in the car with you. If you have fewer passengers, please sort fuel money amongst yourselves.

- **Get your passengers to pay** - As a driver you will not receive any money back until all your passengers from each journey have paid their fuel money. Ask them to pay if they haven't already when you pick them up.
- **Bundle exceptions** – if you are unlikely to drive again and therefore will be submitting a single journey, please speak to Sophie to get this taken into consideration.

### How to claim:

1. Open/download expense365 and log in/sign up using your @nottingham.ac.uk email address



2. Select “My expenses”



My Expenses

3. Select “New”

4. Claim section

Enter info:

Student group: *Polo Club*

Reference: *\*your name\**





Claim



Expenses



Receipts

Expense Claim		Save
Claim No.	EXP	Draft, Not Submitted
Internal No.		
Student Group	Polo Club	
Currency	£ - Sterling	
Date	Aug 08, 2024	
Reference	John Smith	

5. Expense section

Select “expenses” at the bottom of the page



Claim



Expenses



Receipts

6. Select “New”

7. Enter info:

Type: *Travel*

Reason for journey: *‘DRIVER INITIALS’*

*Lessons: date 1, date 2, date 3*

Journey start: *UP or SB*

Journey destination: *Offchurch*

Date: *\*most recent journey\**

Miles:

- **UP/Lenton = 94 per journey**
- **SB/Kegworth = 82 per journey**
- **UP via SB = 102 per journey**

Press “Save”

Cancel    New Expense Line    Save	
Type	TRAVEL >
JS Lessons 06/08 07/08 08/08	
UP	
Offchurch	✕
Description Line 4	
Description Line 5	
Description Line 6	
Date	Aug 08, 2024 📅
No. Of Miles	282
Rate Per Mile	0.25
Claim Amount	70.50

Check the amount displayed is as expected based on the amounts shown at the top.

E.g. 3 journeys, UP to Offchurch,  $94 \times 3 = 282$  miles. Check that the claim amount is  $\pounds 23.50 \times 3 = \pounds 70.50$ , as expected

Description	Amount
TRAVEL	£ 70.50
JS Lessons 06/08 07/08 08/08	>
UP	
Offchurch	

*\*Please note that the milage values are lower than last year so that we can exclude your contribution to petrol\**

8. Receipts section

Select “Receipts” at the bottom of the page



Claim



Expenses

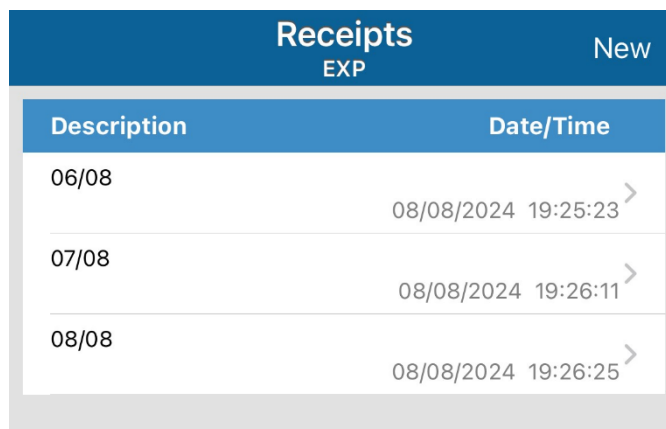


Receipts

9. Go to “New”

10. Attach individual screenshots of the messenger group chats made by Becca for each of the lessons you are claiming for. Make sure they include:
- Passengers' names
  - Confirmation of you as driver
  - Date of journey

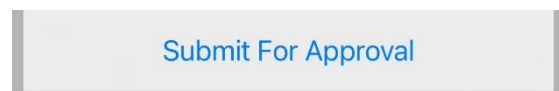
Add the date of the lesson in the description, then press select to add the screenshot. Press “Save” and repeat for each lesson.



Receipts		New
EXP		
Description	Date/Time	
06/08	08/08/2024 19:25:23	>
07/08	08/08/2024 19:26:11	>
08/08	08/08/2024 19:26:25	>

11. Go back to “Claim” and select “Save”

12. Select the export icon and submit for approval to Sophie Hughes



Now when you go to claims, it should be displayed in the “In Progress” section. Once it has been approved, it will appear in the “Approved” section. It may remain here for a few days whilst the SU processes it. Once it is paid into your account, it will appear in the “Paid” section.

