

It is intended that the number of cars taken should be minimised and passengers spread evenly between drivers. If a driver wishes to take their own vehicle without passengers (car driven solo, motorbike, etc), the cost will not be reimbursed by the club.

All fuel payments should be sorted after the end of flying, and before leaving Cranwell where possible.

1. Normal flying days

Fuel reimbursement on a normal flying day will be paid directly from passengers to the driver at a suggested rate of £7.50/passenger. Members should be prepared to pay via bank transfer, but cash is an acceptable alternative where this is not possible.

2. Members who did not get to fly (flyable day)

If an individual member does not get to fly, the club will cover their fuel cost if you have two or fewer other passengers who are reimbursing fuel. If you have more than two other passengers reimbursing fuel, they do not pay. Please note that at an average of 40mpg you should break even with two passengers reimbursing fuel.

Please either alert the duty committee member or afterwards contact the committee, providing the name of the member who did not fly and a copy of the day's logsheet if possible – if you don't have this it can be checked by a committee member on the next flying day.

3. Unflyable days

If flying is cancelled due to poor weather or other circumstance, the club will reimburse fuel directly to the driver instead at a rate of 25p/mile as per university policy. This will also apply to days where flying is stopped early if no UoNGC members have been able to fly. For days where some UoNGC members get to fly and some don't, refer to section 2.

Journey distances for which drivers will be reimbursed for fuel expenditure for a normal gliding day will be measured beginning and ending at East Drive on University Park campus and the guard room at RAF Cranwell.

This will give the following distances:

Standard route (A52, A46, A17) – 41 miles each way

Diversion via Grantham – 42 miles each way

Diversion via A606 – 43 miles each way

Note that it is often necessary to take diversion routes due to roadworks and/or road closures. If an alternate route is taken that is not on this list, a best estimate of journey distance will suffice.

Please refer to section 7 for how to submit an expense claim.

4. Glider transport

It is sometimes necessary to transport gliders in their trailers for several reasons. Drivers towing a glider trailer will be reimbursed at a rate of 45p/mile by the club. If additional non-towing driving to pick up the glider trailer is required, this will be reimbursed at 25p/mile.

Route length and reason for transporting the glider/trailer will be expected to be provided accurately in the expense claim, or otherwise communicated to the committee member responsible for approving the claim (usually the treasurer). Approximate route taken or odometer reading may be provided if practical as evidence for distance of the journey.

5. Additional guidance for fuel claims on club expeditions

Club expeditions often involve driving longer distances where there are many route options available. Expeditions likely include other shorter journeys (transport to/from accommodation, shops, etc). If possible and practical odometer readings at the start and end of the expedition should be provided; this is better than providing only individual journey start/journey end as this can lead to inaccurate distances over multiple journeys compared to the actual routes taken.

If towing for some of the journeys on an expedition, please make sure to note the miles towed separately to the miles where you did not tow.

6. Passenger fails to reimburse fuel

If a passenger fails to reimburse fuel cost as required after a reasonable time and a reasonable number of requests, please contact the committee and it will be dealt with.

7. Claiming expenses on Expense365

Expense claims are to be submitted through Expense365. Please note that there is a £1.25 charge to the club for every claim, so please submit multiple claims on a single form if possible. Claims submitted at the same time on separate forms which could be submitted together may be rejected to be resubmitted. Please contact the club treasurer if you have any difficulty with Expense365.

<https://su.nottingham.ac.uk/societies/committee/finance/finance-app>