

# FINANCIAL GUIDELINES (REID STUDENT BURSARY FOR DONKEY WELFARE)



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**These guidelines apply to each Reid Student Bursary for Donkey Welfare recipient; reflecting the need to manage The Donkey Sanctuary's finances efficiently, and responsibly whilst undertaking your research project with us.**

Any breach of the procedures described herein, or deliberate falsification of expenditure records, or the evidence of expenditure records, will be treated seriously and fully investigated, and may lead to action being taken which could result in your project being brought to an end and all monies already released to you being returned to The Donkey Sanctuary.

## Purpose

This guidance explains what expenses are accountable as part of your project budget. The aim is to ensure that each bursary student is aware of which expenses come under the costs of running your project as well as some spend caps to ensure that you are spending your funds from The Donkey Sanctuary wisely and in the best interests of your project and the organisation. For costs which are not specified in this document please contact the Research team for further advice.

As part of your project proposal, it is required that you give a predicted spend for each of the following categories. Here is some further information to help you plan your budget.

## Travel expenses (including transportation and accommodation)

Travel expenses include costs relating to any method of transport needed to take you from your place of residence to a destination associated with your project. This may include trips to visit The Donkey Sanctuary headquarters in Sidmouth / any of our other sites or other locations for the purposes of training, data collection or any other activity associated with your project.

Transportation choices should be made with economic efficiency in mind, favouring low-cost public transportation where possible. The Donkey Sanctuary will not approve of any First or Business Class travel bookings. Taxis may only be used when all other transportation options have been exhausted.

Miles travelled in your own vehicle for the exclusive purposes of project work may be claimed as travel expenses at the following rates.

Type of vehicle	Pence per mile
Cars and vans	45p
Motorcycles	24p
Bikes	20p

Wherever possible overnight accommodation should be the safest and most economical option and include a provision for breakfast. Students should use best endeavours to book accommodation well in advance to ensure we achieve the best value for money.

Location	Rate per night including breakfast
UK – standard	£85
UK – city	£100
UK – central London	£150
Europe	€95



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Should you choose to stay with friends or relatives instead of overnight hotel accommodation, you may spend a receipted amount for a 'Thank you gift' in addition to the dinner allowance. The 'Thank you' gift may be up to value of £15/€18 (in lieu of accommodation and breakfast). Cash must not be given – gift must be receipted up to stated value and can be anything of your choice.

## **Subsistence costs**

When away from your home undertaking work for your project, subsistence expenditure is permissible.

<b>Meal</b>	<b>Rate per meal</b>
Breakfast	£10
Lunch	£10
Dinner	£20
Daytime refreshments	£5 maximum per day

Breakfast may be purchased if staying overnight in a hotel whilst travelling away from home and conducting work associated with your research project, where breakfast is not included in the room cost, or you are leaving home before 6.30am.

Lunch may be purchased with a receipt in respect of each day on which a meal is purchased while away from home and conducting work associated with your research project. Provided that you are more than 25 miles away from home for a period for more than 5 hours spanning the lunchtime period 12 – 2pm.

Dinner may be purchased with a receipt in respect of each day on which a meal is purchased while away from home and conducting work associated with your research project. Provided that you are more than 25 miles away from home for a period of more than 10 hours spanning the evening meal period 5.30 – 9pm.

Alcoholic beverages are not to be purchased using your project funds. If alcohol is purchased as part of an evening meal (from your personal funds), this should be restricted to a reasonable amount, and you are reminded of your responsibility of your own safety and legislation such as the Road Traffic Act 1988 (Drink Drive legislation) while travelling as part of your research project.

## **Equipment and expendables**

Many projects require the purchasing of equipment and other expendables to facilitate data collection. We request that when researching and selecting equipment you bear in mind the charitable status of the organisation and choose appropriate options that are fit for the purpose required rather than the top of the range or most expensive option available. For single high-cost items (i.e. those over £1000) please discuss your choice with the Research team before making the purchase. The Donkey Sanctuary may request any equipment purchased as part of the project be given to them at the end of the project unless agreed in advance.

The Donkey Sanctuary has some equipment and materials that can be made available or loaned to you for project use including steel toe-capped boots (required if entering donkey housing or pasture with donkeys present), trail cams, and GPS trackers. Please talk to the Research team for more information.

## **Any other associated costs**

You are required to specify how much may be spent on other costs which may be associated with your research project. Please give as many details as possible.



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Costs associated with attending a relevant conference may be authorised as part of your budget. This is offered in the spirit of furthering your experience in taking part in a research project and having the opportunity to learn about related works via the presentations and other avenues of knowledge exchange made available at scientific conferences.

### **Financial record keeping**

You will be required to provide supporting evidence in the form of receipts for all expenses incurred. These may be requested at any point in your project, usually at the designated check-in points agreed at the start of your project. Failure to provide evidence when requested will result in an investigation.

### **Variations from projected spending**

Within your submitted proposal projected costs are detailed. The Donkey Sanctuary requests that any overspend be authorised by us before proceeding. In the case of an unauthorised overspend, there may be an investigation and you may be required to return part or all of your allocated funds.