

The Honorary Treasurer

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**SPEF Grants’ Costings Guidance**

**Key ‘costing’ principles**

**1. Value for money –** costs should be modest and reasonable.

“Reasonable” expenses are those that are cost effective when weighed against the purpose of the activity. Reimbursement in full is not guaranteed if the claim is not considered value for money.

2. **Sustainability of the activity**

Before committing to any costs, applicants must review the sustainability of their activity. Given the Society’s commitment to sustainability, all of our activities should strive to be eco-friendly and/or by the most economical means.

3. **Inhouse discount/free hire should be considered first**

Costs should only be used when it is not possible and/or practical for the home University to pay and/or discount and/or offer free hire for the goods or services, directly. Should your costs include room hire, please explain why your Institution is charging you for this and whether or not you have been able to obtain a discounted rate.

4. **Administrative support**

Will usually not be funded for your event (whether internal to your institution or from an external provider) unless there is a strong justification for this due to the complexity of the event. If you are seeking funding for administrative support, please provide a clear explanation as to why it is required.

5. **Costs incurred are for event only** - applicant does not receive a personal benefit.

Further specific guidance is provided, as follows:

**Hospitality: food and beverages**

Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed, but such costs should not be excessive. As a guide, reasonable rates in the UK are:

• Breakfast: £10

• Lunch: £15

• Dinner: £35

This guidance is on a *per meal* basis, per delegate and includes food and beverages.

Note that the Society will reimburse ‘reasonable’ spend on alcohol as part of conference/event dinners, inclusive within the hospitality rates.

**Transportation costs**

Given the Society’s commitment to sustainability, all modes of travel claimed ought to be eco-friendly and/or by the most economical means.

**Online licensing**

If you are seeking funding for a Zoom (or similar) licence for an online or hybrid event, please explain why your institution’s IT provision may not be used or is unsuitable.

Finally, all your costings should be as clear and precise as possible. For example, a budget which has £300 for catering and £500 for transportation - the Society’s fund reviewers will want to know how these figures are calculated in order to understand if there is value for money and that they conform to our Society’s guidelines and/or principles.

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