

Global Health Fellowship Volunteer Programme

Expenses FAQs

- **Q: How much can I claim for?**
A: Up to £1000 for each month you are deployed PLUS an additional £1000 to cover the cost of your flights and travel and up to £500 should you leave the country to renew your visa. Therefore, if you deploy for 5 months you are entitled to claim up to £6500 in total which equates to 7 separate claims. If you claim over this your expenses will not be approved.
- **Q: How do I claim back expenses?**
A: You need to register an account with the Selenity System. Please refer to the **Guidance for Claimants** for full information.
- **Q: Do I need any proof of expenses?**
A: You need to provide receipts and upload to Selenity when processing your claim. If you shop for food at a market please make a list of item and cost and submit as one claim, once a month. We appreciate you won't be given a receipt from the market.
- **Q: What if my claim is more than £1000 in a month?**
A: You can only submit up to £1000, if expenses are more then you need to split over the following month. Any claims over £1000 will be returned for resubmission.
- **Q: What can I claim for?**
A: You can claim for your return flight from the UK to Africa return and living expenses i.e., food, transport including car hire and Wi-Fi. Professional expenses i.e., fee to Pro Talent, medical registration, visa, work permit, insurance including medical indemnity and health insurance. Any costs, fees, or payments **essential** to your deployment overseas.
- **Q: What can I not claim for?**
A: Additional travel not related to the GHFVP. Personal gifts for self or bringing home. Any costs or payments not essential to your deployment overseas. Please do not claim for personal activities i.e., game drive, sky dive, fancy dress costume etc as these will be rejected.
- **Q: Can I claim in a foreign currency?**
A: Yes, if you are deployed to Uganda, for example and have paid and have receipts in Ugandan Shilling, enter the amount on Selenity in this currency and Selenity will then translate into £ sterling for processing. If submitting receipts in a local currency you need to submit your claim also in that currency, please do not convert to GBP.
- **Q: Can I claim expenses before deploying if I have booked my flight etc?**
A: No, you can only submit a claim once you have deployed and started your placement in Africa.
- **Q: Is there a time limit on claiming back expenses?**
A: The maximum time to make a claim for your GHFVP is 3 months retrospectively. After this time no claims will be processed.

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- **Q: The guidance says my receipts must be the same date as my expense claim. I have booked my flights a while back so this won't match. How do I claim for my flight once I have deployed?**
A: Please submit your claim and put the receipt date as the submission date on Selinity and we will approve the claim. We will know that you have booked the flight in advance of deploying.

- **Q: My partner is travelling with me to Africa, can I claim back expenses for them too?**
A: No, expenses are only to cover personal expenses for those on the GHFVP