

Expense Policy fsysgame.org

Purpose

Cover only those costs that directly support and progress defined common good edu fsysgame.org project.

fsysgame.org is developed and grown as an open educational commons within a value-aligned international network of contributors.

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Financial administration, due diligence and donation management are provided through our fiscal host:

The Social Change Nest CIC,

188-192 St John Street, London, EC1V 4JY

(Registered address: C/O Sedulo Office 605, Albert

House 256-260 Old Street, London, England, EC1V 9DD) |

Company No: 12611737 |

<https://opencollective.com/fsysgame>

Who this applies to

Core Contributors, Collaborators, Consortia working on shared projects. fsysgame.org does **not** employ; all contributors act as self-employed individuals/SMEs/Non-Profits and are responsible for legal registration, invoicing, taxes, and compliance in their country.

Eligible expenses (non-exhaustive)

1) Project services

Hosting, domains, open-source support, and professional services (e.g., design, development, facilitation), including reimbursements for services prepaid by fsysgame.org members.

2) Print costs (for analogue card games)

Coordination, print design, printing, and logistics, prioritising the highest feasible sustainability standards (e.g., recycled/FSC materials, low-waste packaging).

3) Core Contributor essential-needs (benchmarked, not salaries)

Contributors may invoice the **equivalent value** of modest, essential living needs adjusted to their country's cost of living if the current public transparent budget provides the possibility.

- **Full-Capacity (100%):** Food (basic healthy diet), Housing (modest rent incl. essential heating), Electricity, Internet (standard rates).

- **Half-Capacity (50%):** Food, Electricity, Internet (standard rates).

Notes: charge only what is necessary for the period worked; these are ceilings, not entitlements.

4) Tools, materials & travel

Hardware, software, workshop materials, and **essential** travel directly related to project delivery. Pre-Confirmed Travel should use modest options (e.g., public transport/economy)

Submission process (Open Collective)

1. Offer before standing invoices

Before submitting any invoice, Core Contributors must submit an **official service proposal**. The offer must be pre-approved by the project lead team and/or be included in relevant grant agreements. Expenses are paid only if sufficient funds are available in the public, transparent budget. When funds are limited, payouts are prioritised for urgent, basic needs.

2. Documentation

Each offer/invoice/expense must include:

- **Vendor details:** name, address, and tax ID (if applicable).
- **Description:** services/goods and how they support the project.
- **Total amount:** with tax and, where relevant, a line-item breakdown.
- **Recurrence:** one-time or monthly.
- **Proof:** receipt/invoice (and proof of payment for reimbursements).
- **Pre-confirmation:** attach evidence where required by the project lead team.

3. Submit on Open Collective

Use Open Collective's expense system with a clear justification and the correct category (Invoice or Reimbursement). Link to the relevant fsysgame.org project or grant where applicable.

General standards

- **Mission-aligned & modest:** choose cost-effective, ethical, and sustainable options.
- **Transparency:** all expenses must be clearly documented and ready for review by the project lead team and fiscal host.
- **Non-eligible examples:** personal/luxury items, fines/penalties, and non-project costs.

This policy may be updated; the latest version will be kept with project documentation on Open Collective.