

Examples of RLI costings

When applying for RLI funding it is important to make sure that you have provided a detailed breakdown of your costs (where possible). Failure to do so may result in the rejection of your application. This document gives you some helpful tips and examples of costings from within the university.

Catering

Exeter- Fresh Ideas

<http://www.exeter.ac.uk/campusservices/freshideas/>

Fresh Ideas have a large range of catering options for your event on the Exeter based campuses. If something not on the menu they often create a bespoke menu for an event. To book through Fresh Ideas you only need a cost code.

Examples:

Tea and Coffee- £1.75 (per portion)

Cakes and Biscuits- £0.55- £1.65 (per portion)

Lunch buffet- £4.25-£8.45 (per portion)

Cornwall- FXPlus

<https://www.fxplus.ac.uk/penryn-campus-menus>

FXPlus are the catering providers for those on the Cornwall campuses, they have a large range of catering options for your event, and if something not on the menu they often create a bespoke menu for an event. To book through FXPlus you will need to generate a PO number, however this can be generated after the order has been placed.

Examples:

Tea and Coffee- £1.70 (per portion)

Cakes and Biscuits- £0.65-£2.35 (per portion)

Lunch Buffet- £2.60-£8.65 (per portion)

Room Bookings

If you are hold an event on any of the University campuses you will not need to pay for rooms, as room bookings are free. In most cases we expect the event to take place on campus however in exceptional circumstances we will consider offsite locations. Full costings and reasoning will need to be provided in your application for offsite events.

Stationary and Print

Exeter- POD (Print on Demand)

<http://www.exeter.ac.uk/departments/communication/mark-ops/print/>

There are a variety of products you can get printed for your event via POD including basic printing, posters, flyers, booklets, leaflets, university stationary and university merchandise. If you have your

own logo they can often get merchandise printed with this on. For orders via POD you only need a cost code not a PO. POD will also deliver to those in Cornwall via the internal mail.

Cornwall- Reprographics

<https://www.fxplus.ac.uk/our-services/reprographics>

Reprographics mainly do basic printing, large format printing and laminating. For university merchandise, you can order this through POD in Streatham and have this delivered in the internal post.

Accommodation

If, as part of your RLI, you have a presenter who needs accommodation, the university has a listed of recommended Hotels that have special university rates. For a list of the hotels (both Exeter and Cornwall): <http://www.exeter.ac.uk/finance/procurement/travel/hotels/hotelsbylocation/>

When booking accommodation for externals/presenters, the university expenses policy should be followed. In this there are recommended rates for accommodation. Full details can be found here: <http://www.exeter.ac.uk/finance/policies/expenses/>