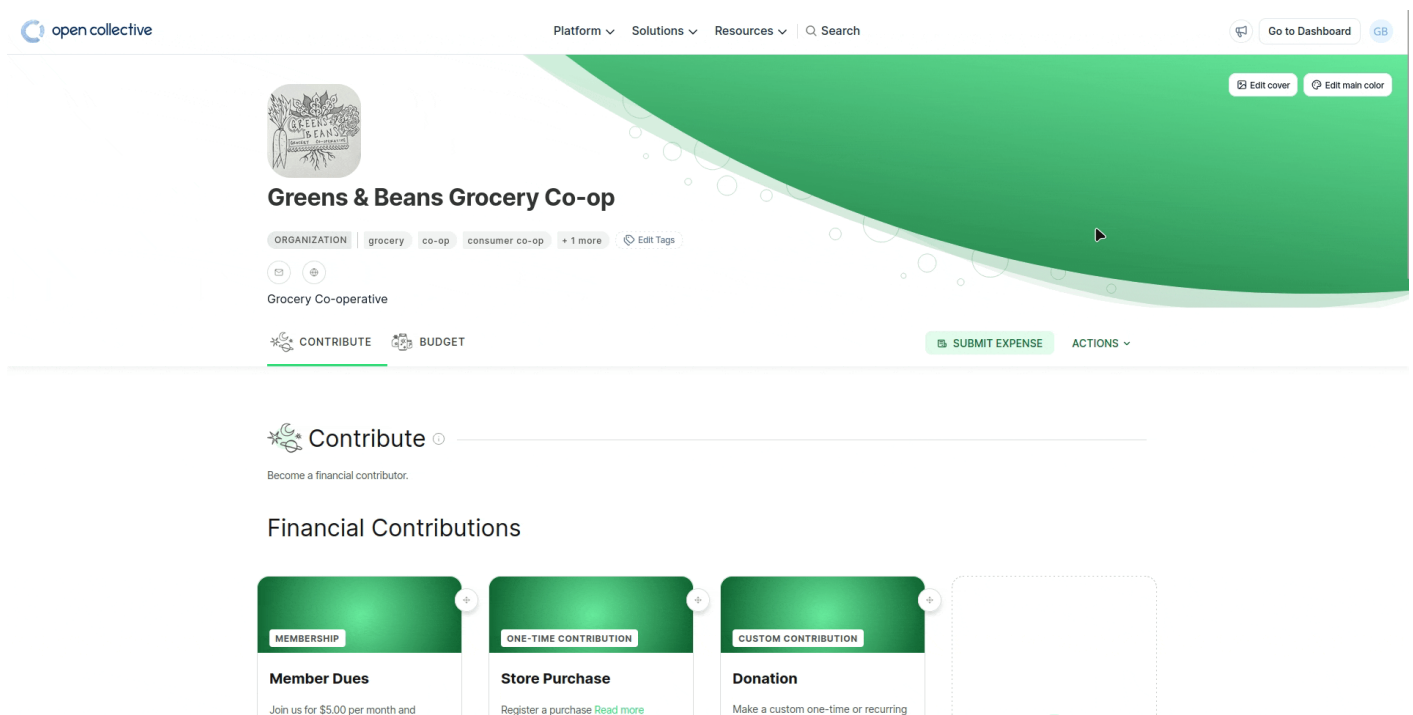


How to do reimbursements via Open Collective

You need to be an Open Collective Administrator to do this. Current administrators are: Noel, Simon, Hadley, David.

1. Go to Open Collective. Click on "Dashboard" and choose the "Greens & Beans Organization".
2. Click on "Outgoing Money" -> "Payment Requests"
3. Choose the reimbursement and click "Approve"
4. Then click on "Go to pay".
5. Choose the appropriate payment method. If it's Venmo, choose Other.
6. Enter the date.
7. Click on "Mark as paid"



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