

Expenses Policy for Committee members and all Groups

Introduction

This document covers the guidelines for individuals wishing to claim expenses for activities carried out on behalf of u3a Saffron Walden.

General Guidelines

In general, expenses may be claimed where the individual would be out of pocket. Receipts will be required for the expense.

In some cases, the expense may cover purchase of consumable items that will be used for carrying out u3a activities (for instance printer cartridges required to print u3a documents). In such cases, it is the responsibility of the individual to clearly state the amount the item has been used for u3a activities (e.g. of the 1000 pages maximum for a printer cartridge, 500 were for u3a). Whilst an exact figure is not required, the figure given should be explainable if necessary.

Expenses for major or costly items cannot be claimed unless agreed with the committee prior to the purchase.

Claimable expenses are:

- 1. Postage costs.** Costs of stamps and envelopes for u3a mailings can be claimed.
- 2. Printing costs.** External printing costs can be claimed when agreed in advance by the committee. Costs of paper and printer cartridges can be claimed up to the percentage usage for the u3a (e.g., if cartridge costs £20 and is used 50% for u3a, £10 can be claimed).
- 3. Telephone calls.** In these days of modern technology most communication can be done by email. Most telephone providers, including mobile, offer free calls within a certain limit. If telephone calls need to be made, then itemised invoices from the telephone service provider should be submitted when reclaiming for telephone calls, together with details of the contacts. Calls related to u3a activities should be highlighted, and the total being claimed clearly stated.
- 4. Travel and subsistence on official u3a business.** Travel and subsistence can only be claimed where the trip has been agreed by the committee in advance. Petrol can be claimed at the standard government allowed rate at the time of the expense. The exact cost of hotels and meals can be claimed.
- 5. Other expenses.** Any other expenses must be agreed by the committee in advance.

Groups

In general, it is expected that groups will be self-sufficient, with most expenses covered by the group. Exceptional expenses may be claimed with approval from the committee.

Holidays

No expenses will be paid with respect to the organisation and administration of holidays. These should be factored into the cost of the holidays.