

**Travel Policy**

**Statement of principle**

The principle in relation to travel expenses is that as a charity, the Downham Market & District U3A is reliant on the support it receives from members, who should be neither out of pocket nor enjoy any financial gain when working and travelling voluntarily on U3A related activity.

Members should be able to satisfy themselves that they could justify to a fellow member any claim they make for payment of expenses, if challenged.

As a charity, it is not appropriate to provide the more generous amounts of allowances for expenses that sometimes are available in business. It is expected that members should keep their expense claims to a minimum (without being out of pocket)

As a charity U3A has a responsibility to ensure that expenditure on travel is properly incurred, controlled and represents ‘value for money’. The guidance below applies to members attending meetings of the U3A i.e. Regional Coordinator meetings. Other meetings attended by members in an official capacity on behalf of U3A and any other costs incurred in carrying out volunteer work on behalf of U3A shall be paid at the discretion of the committee. It is the expectation of the Downham Market & District U3A that where practicable, car sharing will apply

When determining whether or not such costs will be reimbursed the committee will have regard to the following

1. Was the permission of the Committee sought prior to the activity being undertaken?
2. The Committee distinguishes between those activities undertaken for the formal running of the organisation and those undertaken for personal knowledge i.e. attendance at study days. Travel expenses for attendance at study days will not normally be reimbursed.

**Mileage**

Travel by car is acceptable where it is more efficient and economical than the use of public transport. For example, where there is no appropriate public transport, where there are significant files or equipment to be transported; or where there are time and cost savings involved.

Where a private car is used for U3A business, members should be certain that their car is covered for permitted use’ within the terms of their insurance policy. No charge should be made to the Downham Market & District U3A for any additional cost in respect of ‘permitted use’ on private insurance cover.

**The current car mileage rate for U3A business (April 2014)**

***Motor Car***

First 1,000 business miles 45p thereafter 25p

(Any mileage accrued in excess of this will be paid at the discretion of the Committee)

***Motor Cycles*** 24p***. Bikes*** 20P

Limits will be reviewed on a regular basis and adjusted in line with the HM Revenue and Customs guidance.

This policy will be reviewed every two years

Signed

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John Cowin Chairman Downham Market & District U3A

January 2024