

Expenses for travel and subsistence

1. Exmouth and District U3A will reimburse members for expenses necessarily incurred whilst carrying out business on behalf of, or representing, Exmouth and District U3A. It is the responsibility of any member to minimise the costs incurred consistent with the nature of the business, imposed time constraints and the need for reasonable levels of comfort.

2. Travel

- Public transport should be used wherever possible rather than the use of a car.
- The cheapest travel option shall be chosen unless the needs of the business dictate otherwise.
- Where members choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost rather than mileage.
- The mileage for individual journeys in a private car will be calculated at the current rate of 45p per mile.

3. Subsistence

- When an overnight stay away from home is unavoidable in the course of representing Exmouth and District U3A, the cost of accommodation shall be agreed beforehand with the Committee and will then be reimbursed. Accommodation shall be sought in budget hotels.
- During an overnight stay, the cost of an evening meal will be reimbursed up to a limit of £20.00 (£30.00 in London). If breakfast is not included in the price of the accommodation, this may be reimbursed up to the limit of £7.50. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts must be obtained.
- If it is a viable option to stay overnight in the house of a friend or relative, then the expenses claim may include either the cost of a small thank-you gift or the cost of a modest meal for the host.

4. Hospitality and meeting costs

- Paying for meals for guests shall be the exception rather than the rule
- Where possible, meetings should take place during the day and expenses other than travel should not be incurred
- When organising a meeting, the cost of room hire shall be taken into consideration and the cheapest reasonable alternative selected..

5. Claims Procedure

- Where expenditure of £100 or more is to be incurred on a single occasion, authorisation from the Committee shall be obtained before the expenditure is incurred.
- All expenditure giving rise to claims up to £100 shall be pre-authorised by a member of the Committee not involved in the expenditure.
- To make an expense/travel expense claim the relevant form shall always be filled in fully.
- Forms are available from the Treasurer.

PN6

- Receipts or other proof of expenditure shall always be attached to the claim where applicable.

Signature

Date