

Goudhurst and District



THE UNIVERSITY OF THE THIRD AGE

### **REFUNDS POLICY**

The cost of outings a member has paid for and is unable to attend are non-refundable unless another person can be found to fill the place.

Membership subscriptions are non-refundable.

### **MANAGEMENT COMMITTEE EXPENSES POLICY**

As far as committee expenses are concerned, no committee members should be out of pocket. Expenses including postage stamps, paper, ink etc. should be claimed from the Treasurer upon presentation of receipts etc. Other expenditure should be authorised by the Chairman.

Mileage incurred by committee members on official U3A business (e.g. Kent Network Meetings) should be reimbursed at 30p per mile.

### **REFRESHMENTS POLICY**

Where refreshments are served at Interest Groups in members' homes, it is suggested that 50p for the hostess/host is reasonable for tea/coffee/biscuits. Some Interest Groups may have expenses over and above that and it is up to them to agree to divide it between themselves.

### **MEMBERSHIP DATABASE AND ADVERTISING OF OTHER ORGANISATIONS' EVENTS POLICY**

The Membership Database will only be used for U3A matters. Other local organisations' information and events, deemed to be of interest to our membership by the Management Committee, will be displayed on the display panels at the Monthly meetings.

### **TRAVEL POLICY**

When a group travels to a U3A organised social / outing/ event by car, the driver calculates the number of miles covered to and from the event and then calculates the cost of the journey in total at 30p per mile. The total cost, including any parking fees, is then divided equally between everyone in the car, including the driver. As long as the driver is included in the cost this should not negate his/her insurance.

All above Agreed at Management Committee on 7<sup>th</sup> January 2015