

MIU3A Expense Procedures

4th Mar 2013

- It is up to drivers and passengers who share transport to U3A monthly or group meetings to decide whether and how to share the costs. The driver should not make a profit. If costs are shared a mileage rate could be used, with the total costs shared between all the car's occupants. It is suggested that a mileage rate of 25p per mile is reasonable.

7th Oct 2013

- Expense forms (available from the reference area of the MIU3A website) should be used for all future expense claims.

7th July & 11 August 2014

- Volunteer Service Expenses

Any member of MIU3A who volunteers to provide a service for the wider benefit of MIU3A members will not usually be entitled to reclaim out of pocket expenses associated with their role. Service in this context may include such activities as running the book stall or raffle; transporting, setting up or storing MIU3A equipment. In respect of the raffle, the Volunteer is entitled to deduct the cost of purchased raffle prizes and raffle ticket books from the proceeds of the raffle, but receipts must be given to the MIU3A Treasurer with the cash net profit.

- Executive Committee Expenses

Individual, voluntary members elected to the Executive Committee will not usually be entitled to reclaim out of pocket expenses associated with their role. In addition to the definition below, out of pocket expenses include travel to and from MIU3A Executive meetings, use of own equipment, printing ink and paper, but excludes the following items which may be reclaimed following formal agreement from time to time by the Executive Committee and through the MIU3A Treasurer;

- Postage, paper and printing of information and correspondence to non-internet members, for publicity or display at main meetings. (This should be produced on MIU3A's own printer, unless colour copies are required). Where it is impossible to arrange for the printing to be done on MIU3A's own printer, Executive Committee members may claim for incidental printing.
- Colour printing for items sanctioned by the Executive Committee, the number and reimbursement cost to be agreed in advance.
- Equipment and software purchased with formal agreement by the Executive Committee, for use by MIU3A members and where ownership remains with MIU3A.
- Travel to & from Kent Network Meetings at the agreed rate by car or public transport (receipts to be provided to the MIU3A Treasurer).
- National or Regional Conference delegate costs and travel, provided formal agreement has been reached in advance by the Executive Committee.
- Travel costs incurred to attend any other U3A function, provided formal agreement has been reached in advance by the Executive Committee.

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- Refreshment costs for main and special meetings which are open to the whole membership.
- Hall Hire costs for main, special and Executive Committee meetings (not Interest Groups).
- Telephone calls associated with urgent and essential communication amongst Executive Committee members or MIU3A members. Emails should be used wherever possible.
- Social Secretary's expenses incurred in organising outings open to all MIU3A members. Such expenses may include unforeseen event day expenditure e.g., mobile phone calls to "no show" booked members or items purchased for the comfort of passengers on the day. Any other items agreed by the Executive Committee in advance. A full statement of receipts and expenditure to be provided to the MIU3A Treasurer after each outing has been completed.

Definition

Out of pocket expenses are regarded as small items of postage, telephone calls, travel, incidental photocopying.

Please see the next page for the latest agreed expenses rates.

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Agreed expenses rates:

- 25p per mile petrol allowance for travel on MIU3A business; (agreed on 7 Jan 2013)
- 2nd class postage to be used wherever possible (agreed on 7 Jan 2013)
- Executive Committee Incidental photocopying 5p per copy (agreed on 11 Aug 2014)