
U3A Northampton Expenses Policy

While committee members (trustees) or indeed members may not receive payment or other financial reward from the u3a, reasonable and justifiable expenses will be reimbursed.

Committee

Expenses are those incurred necessarily in carrying committee duties, and for purchases made for small items and services to be used wholly by and in the regular running of the u3a. As a general rule claims should be made on the u3a Northampton Expense Form and submitted to the Treasurer or other officer to authorise payment. Claims can be made for:

- Mileage (at agreed rate per mile), or other travel costs (with receipt/ticket) incurred in attending meetings and other authorised u3a activities
- Postal (or other delivery) expenses at cost, with receipt where appropriate (where say a future stock of stamps is purchased).
- Phone calls. Normal call (agreed rate) or itemised call (with receipt).
- Printing or photocopying at agreed rate per A4 black and white document (colour or photo print by agreement)
- Other consumable stationery items at cost with receipt
- Other items (e.g. refreshments) to support u3a meetings at cost with receipt
- Items where expenditure has been pre-agreed by committee, at cost with receipt.

Individual item expenditure over a prescribed limit must be pre-approved by committee.

A further limit is set per item, above which the payment (where possible) should be made directly by the treasurer (or at least with u3a cheque or bank transfer).

Sub Committee or Other Member

With prior committee approval, and strict committee control of expenditure and any on-going budget, the above rules can be extended to temporarily cover a member of a Sub Committee, a Group Leader or individual member

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Current Fixed Rate Payments

Mileage 45p per mile

Phone Calls 10p (unless itemised)

Printing or photocopy 10p per page (B&W Document)

 15p per page (Colour)

Expenditure/ Item Limit for Committee Pre-Approval

Single item over £25

Limit for Treasurer Payment

Single item(s) over £100 should be purchased by u3a directly with a u3a cheque or bank transfer