

Olton and District U3A Expenses Policy

Expenses are refunds by a charity of legitimate payments which a trustee has had to meet personally in order to carry out their trustee duties. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

Claims for expenses should be made to the Treasurer with either a receipt or a written note describing the expenses and circumstances for payments under £2.

legitimate expenses include

The costs of hiring a room for a U3A meeting though this should normally be done via an invoice made to the Treasurer.

The cost of essential travel for U3A trustee meetings.

The cost of printing, telephone and broadband used on behalf of Olton and District U3A. This should accurately reflect the actual amount used.

The provision of appropriate refreshments for meetings that involve people in addition to the trustees.

Approved November 30th 2023

Review due November 2026