

RAVENSHEAD u3a TRAVEL EXPENSES POLICY

The Third Age Trust Expenses Policy states that out of pocket expenses incurred by volunteers involved with running the u3a will be reimbursed.

Expense claims should be by the cheapest travel option available.

Travel by car will be reimbursed at the HMRC approved rate for mileage travel which, at October 2022, stands at 45 pence per mile.

An amount higher than this cannot be claimed.

WHO WILL THIS AFFECT AND WHO CAN CLAIM

- Members of the committee travelling to, for example, Trust AGMs and/or training sessions.
- Members sharing transport for group visits or those visits organised by the Trips Co-ordinator when car sharing is necessary.
- In special circumstances, agreed by a committee member, it may be possible to reimburse any member for expenses incurred on Ru3a business.

However, if car sharing, the cost must be shared by all occupants, including the driver, who cannot make a profit from the event as the car becomes a taxi and any insurance could be invalidated.

Car sharing to an event could affect the Hikers group or the Cinema and Theatre group for example.

However, the decision to ask for a donation for travel expenses lies with the driver.

Milage CANNOT be claimed for travel to group venues or to monthly meetings.

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V2 September 2022

Review date: tbc