

## **Procedure for dealing with applications for expenses**

### **Decision making**

1. Responsibility for dealing with applications for expenses will, in the main, lie with the full Committee of Torfaen u3a, who shall consider any such application at its next scheduled committee meeting.
2. In the event of a more rapid decision being required, owing to time constraints, then the responsibility will devolve to the Expenses Sub-committee.
3. The Expenses Sub-committee shall be made up of the current Chairman of Torfaen u3a (or Vice-Chairman in the absence of the Chairman), the current Treasurer, and any three other members of the main committee (as available).
4. Both the main Committee and the Expenses Sub-committee will be able to receive, and make decisions on all expenses with regard to travel, event fees and, in some instances, accommodation.
5. Both the main Committee and the Expenses Sub-committee have the authority to grant expenses in full, partially, or not at all.
6. Any decision reached by either committee must follow a full and open discussion of the relevant application, and be subject to a majority vote.
7. All decisions made by either committee shall be considered final and not open to appeal.
8. Any decision made by the Expenses Sub-committee, together with its reasons for making that decision, will be presented to the full committee for scrutiny at the next scheduled committee meeting.

### **Making an application**

1. To ensure equitable distribution of monies, no more than one member of any of the active groups within Torfaen u3a may apply for advance expenses at any one time. However, either committee may, **if the circumstances warrant it**, give due consideration to an application made on behalf of a second member of the same group **for the same event**.
2. All applications for expenses should be made to the Chairman (or Vice-Chairman in the absence of the Chairman) as much in advance of the relevant event as possible.
3. All applications must be confirmed in writing, giving the reason for attendance at the proposed event, the potential benefits to Torfaen u3a and as reasonable an estimate of costs as possible.