

Cheltenham u3a

We exist by members, for members and so we learn, laugh and live.

EXPENSES CLAIMS POLICY

1. Expenses are refunds of costs which a trustee or officer has incurred in order to carry out their duties. Claims for expenses should be supported by **receipts**.
2. Expenses that are intended for reimbursement must be **pre-approved** by the committee by a majority vote.
3. Examples of legitimate expenses would be travel on trustee business, postage costs and printing costs.
4. Expenses will include, with Committee approval, attendance at the Trust's AGM and Conference or national/regional workshops
5. In the case of a trustee using their own vehicle the date, distance and purpose of travel must be explicitly stated. The trustee must ensure they have adequate insurance cover such as occasional business use before using their car on u3a Cheltenham business.
6. The rate at which fuel costs are reimbursed will be based on HMRC's rates for the appropriate tax year.
7. Parking and other fines are the responsibility of the vehicle driver or owner.
8. Overnight accommodation will be permitted as a legitimate expense in exceptional circumstances and must be pre-approved by the trustees.

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Version	Description of changes	Date
Sept 25	Issued by Leone Meyer	Sept 25
Aug 26	Reviewed by Martin Bromberg - changed paragraph 6 to HMRC's rates instead of annual reviews. Included officers expenses in paragraph 1.	Aug 26