

PN5

Expenses for travel, Hospitality, Meetings and Claims:

1. Kingsbridge Estuary u3a will reimburse members for expenses necessarily incurred whilst carrying out business on behalf of, or representing, Kingsbridge Estuary u3a. It is the responsibility of any member to minimise the costs incurred consistent with the nature of the business, imposed time constraints and the need for reasonable levels of comfort.

2. Travel • Public transport should be used wherever possible rather than the use of a car. • The cheapest travel option shall be chosen unless the needs of the business dictate otherwise. • Where members choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost rather than mileage. • The mileage for individual journeys in a private car will be calculated at the current HMRC rate.

3. Hospitality and meeting costs • Paying for meals for guests shall be the exception rather than the rule • Where possible, meetings should take place during the day and expenses other than travel should not be incurred • When organising a meeting, the cost of room hire shall be taken into consideration and the cheapest reasonable alternative selected..

4. Claims Procedure • Where expenditure of £100 or more is to be incurred on a single occasion, authorisation from the Committee shall be obtained before the expenditure is incurred. • All expenditure giving rise to claims up to £100 shall be authorised by the Treasurer and a Trustee not involved in the expenditure. • To make an expense/travel expense claim the relevant form shall always be filled in fully. • Forms are available from the Treasurer. Receipts or other proof of expenditure shall always be attached to the claim.

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