EXPENSE POLICY for EDWALTON GAMSTON and DISTRICT u3a (EGDu3a)

- Out of pocket expenses incurred by the volunteers who are involved with running the u3a will be reimbursed. Where there is no receipt e.g. for home printing using their own ink and paper or other stationery, an estimate of the materials used will be sufficient.
- Expense claims must be submitted with receipts where available.
- Expenses will include – with committee approval – attendance at the Trust's AGM and Conference or national/regional workshops.
- All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense and for mileage claims the purpose of the journey, total miles travelled and total claimed.
- Expense claims should reflect the cheapest travel option available.
- Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled (55p per mile from July 2026).
- Car parking and congestion charges can be reclaimed (with receipts) but fines will not be allowed.
- Overnight accommodation will only be allowed in exceptional circumstances and will need approval by the Executive Committee.

E**xpense claims will be authorised by the Treasurer, or in his absence The Chair, Vice Chair or Secretary. No Committee member should authorise their own expenses. The Treasurers expense claims should be authorised by either the Chair, Vice Chair or Secretary.**

Adopted July 2026 Review July 2029