



Policy Note 6

Expenses for Travel and subsistence

Updated October 2023 Renewal date October 2026 (or earlier if required)

Exmouth and District U3A will reimburse members for expenses necessarily incurred and suitably receipted whilst carrying out business at the request of Exmouth and District U3A. It is the responsibility of each member to minimise the costs incurred consistent with the nature of the business, imposed tie restraints and the need for reasonable levels of comfort.

1. Travel

Where members choose to use their own car and there is an acceptable public alternative then the expense claim is limited to the equivalent public transport cost rather than mileage. The mileage rate for journeys in a private car will be calculated at the current rate of 45p per mile.

2. Over- night stays

When an overnight stay away from home is unavoidable in the course of representing Exmouth and District U3A, it shall be approved in advance by two officers of the current committee.

When an overnight stay has been approved, the cost of an evening meal will be reimbursed up to a limit of £20.00 (£30.00 in London). If breakfast is not included in the price of the accommodation, this shall be reimbursed up to a limit of £10.

If it is a viable option to stay overnight in the house of a friend or relative, then the expenses claim may include either the cost of a small thank-you gift or the cost of a modest meal for the host.

3. Hospitality and meeting costs

Where possible meetings should take place during the day and expenses other than travel should not be incurred.

Paying for meals for guests, if necessary, shall be approved by two officers of the current committee in advance.





When organising a meeting, the cost of room hire shall be taken into consideration and the cheapest reasonable alternative chosen.

5. Claims Procedure

Where expenditure of £100 or more is to be incurred on a single occasion, authorisation from two officers of the current Committee shall be obtained in advance.

All expense claims shall be submitted using the relevant form. Valid receipts shall always be attached to the claim where applicable.

Expense forms are available from the Treasurer.

