

POLICY UH 003

Claiming Expenses when on u3a Business

- ❖ Expenses will only be paid by Up Holland u3a to Nominated Representatives attending events approved by the Executive Committee.

- ❖ Nominated Representatives wishing to attend a Pre-Booked event should pay for that event preferably by means of a u3a cheque or BACS payment obtained from the Treasurer, or alternatively via an Expenses Claim Form approved by the Treasurer or Assistant Treasurer.

- ❖ The level of Travel Expenses will be based on either:
 - Standard train fare
 - Standard bus fare
 - Car mileage rate as suggested by HM Revenue & Customs
 - Car parking (with receipt)

- ❖ Receipts must be supplied with claims form for approved expenses wherever possible.