

LYME REGIS U3A

Expenses Policy

1. Overview and objectives

This document provides guidelines and establishes procedures for U3A Committee members/members incurring travel, entertainment and related expenses while on U3A business.

The U3A will reimburse all approved and reasonable expenditure incurred in undertaking U3A duties. These guidelines enable controlled reimbursement to take place and indicate the evidence and the authorisation required.

The objectives of the policy are to:

- Provide regular reimbursements to Committee members/members
- Control costs
- Prevent fraud
- Ensure the U3A complies with its tax and legal obligations

The principle area of law relates to Income Tax. Under the general tax law, expense payments rank as taxable remuneration. A taxpayer may claim a deduction for expenses incurred wholly, exclusively and necessarily in the performance of duties for the U3A. These rules are designed to satisfy HMRC requirements.

It is the U3A Committee's responsibility to maintain the policy and procedures, ensure that costs are reasonable and controlled and to set limits for expenditure.

2. Supporting evidence

An expense claim must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemised receipt giving full details of expenditure and amounts.

For Group Grants, a written request to the Group's Coordinator should be made in writing. This will then be passed to the Treasurer for settlement.

3. Overnight accommodation

A common sense attitude to expense is expected when making bookings for overnight accommodation.

Evening meals should be chosen from the fixed price (table d'hôte) menu or equivalent when available. The U3A does not dictate a set limit on evening meals, but claims must be reasonable.

When staying away from home overnight on U3A business, it is recognised that members will be likely to incur some expenses over and above the basic costs of bed and meals. The U3A will reimburse costs for drinks, newspapers and/or telephone calls, supported by receipt up to the current HMRC limit, which is

£5.00 per night.

Costs for videos and any other entertainment are considered taxable and will therefore not be reimbursable.

Hotel bills would normally be expected to be paid by the member and claimed for through reimbursement.

4. Entertainment & Gifts

The U3A will not generally pay for entertainment of members or Committee members. However, at the discretion of the U3A Chairperson expenditure for exceptional work and long service may be recognised by way of a gift or meal.

5. Rail travel

Second Class should be used for all journeys other than those journeys in excess of 3 hours for which First Class may be used.

6. Use of Private Car

In line with the national U3A guidelines the use of a private car on U3A business will be reimbursed at the current HMRC approved rate. This currently stands at 45p per mile for first 10,000 miles in tax year, then 25p per mile thereafter.

The U3A will not pay any fines in connection with Road Traffic Act offences.

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