



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430
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‘LEARNING FOR LIFE’ AND CELEBRATING 20 YEARS IN 2019

Authorised Expenditure and Reimbursement Policy

Volunteers may on occasion be required to pay expenses as a result of their involvement with Manning Valley U3A out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses should be reimbursed by the Manning Valley U3A. Where these are projected by class leaders or other members as necessary to conduct a course, for example, printing of materials, they must be pre-approved for expenditure and in this case, reimbursement will not be required.

The purpose of this policy is to spell out under what circumstances reimbursement of volunteers may occur on behalf of the Manning Valley U3A, and the process for doing so. This policy relates to volunteers acting on authorized Manning Valley U3A business.

Manning Valley U3A will reimburse its volunteer Management Committee members expenses incurred by them on behalf of the Manning Valley U3A so long as these are reasonable. The receipts or other appropriate documentation must be produced and given to the Treasurer who will complete the cheque requisition form and write the cheque. A motion supporting payment will be moved at the next Management Committee meeting.

Manning Valley U3A will reimburse its volunteer members expenses incurred by them on behalf of the Manning Valley U3A so long as these have been *authorised* by either the President, Secretary or Treasurer *before* they are incurred. They must be reasonable. The receipts or other appropriate documentation must be produced and given to the Treasurer who will complete the cheque requisition form and write the cheque. Where appropriate a motion supporting payment will be moved at the next Management Committee meeting.

The Manning Valley U3A will not reimburse volunteers for:

- Unauthorised expenses
- Expenses claimed by volunteers as a tax deduction
- Expenses normally recoverable from a third party
- Expenses that are not incurred for specific Manning Valley U3A business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

Any volunteer expenses related to travel, accommodation, meals or other must have been authorised before they are incurred by the Manning Valley U3A Management Committee.

Authorised by the Manning Valley U3A Management Committee 3.5.19

Copy to all Management Committee members; all course leaders; website