

Moraira-Teulada U3A

Expenses Guidance Notes

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- Moraira-Teulada U3A (M-T U3A) will pay reasonable out of pocket expenses to any individual that has incurred costs when representing M-T U3A in its activities, providing any such expense has been given prior approval.
- Approval of expenses can only be authorized by an Approver as follows:
 - Group Leaders via Groups Coordinator (up to €75 per Group Leader)
 - Committee or Sub-Committee member (excluding the President and Vice-President) via the President or Vice-President
 - President via the Vice-President or Treasurer
 - Vice-President via the President or Treasurer
- Approval limits per Approver are:
 - Groups Coordinator €75
 - President and Vice-President €150. Higher value and unexpected expense items should be referred to the Committee for decision.
 - The Treasurer can also approve expenses on behalf of an absent Approver.
- Whenever an Approver authorizes an expense claim they must inform the Treasurer via an email, summarizing what is being claimed, by whom and for what value (€). The Treasurer will issue a Claim Reference for the expense claim and update the Expenses Log, which details all expected and paid expenses claims.
- Expenses will only be paid in € to a bank in the European Union. Claimants can, if they prefer, be paid the expense in cash (€) at a M-T U3A General Meeting. The Claimant should provide details as to their preference when submitting the expense claim.
- Expenses incurred in £ sterling will be paid in € using the headline exchange rate at the date the expense occurred.
- All claims for expenses must be submitted via the latest Expenses Claim Form as available on the M-T U3A website. Completed forms should be sent to the Approver to sign and date once they have checked the following:
 - The Claimant has provided name, position and contact details.
 - The expenses are itemised and receipts, where applicable, are attached.
 - The value of the claim is in line with the original approved value.
 - Either the bank or cash payment sections are completed.
 - The claimant has signed and dated the document.
- Expenses must be claimed within a reasonable timeframe and no more than 3 months from the expense being incurred. All expenses within the last quarter of the calendar year should be claimed and paid by the start of December to ensure they are included in the End of Year Accounts.
- Completed forms can be in paper or electronic format and should be submitted to the Deputy Treasurer via the Approver for payment. The Deputy Treasurer will inform the Treasurer when an expense is paid so that the Expenses Log can be updated accordingly.