



THE UNIVERSITY OF THE THIRD AGE - CRAWLEY

Guidance for Committee Members

The following have been discussed, agreed and reviewed at intervals at Committee meetings over past years.

1. No member should be out of pocket after paying for items used on behalf of Crawley U3A.
2. Expenses should be claimed from the Hon. Treasurer, using the form supplied with receipts attached, when appropriate but always before the end of the financial year - at present 31 March.
3. Telephone calls at 10p each.
4. E-mails at 5p each.
5. Travel away from Crawley on U3A business
 - i) By car, sharing whenever possible, 23p a mile.
 - ii) By train – standard rate using a Senior Citizens Railcard (or similar). Supply receipt obtainable from booking clerk when ticket is bought.
6. Postage. Use 2nd class whenever possible. Books of stamps with the receipt, or at a Post Office counter and request a receipt. (They all seem to have computerised tills now).
8. Stationery. Buy the least expensive packs appropriate for the purpose, from discount stationers. (*A better quality envelope can easily increase the cost of postage and may not be necessary*).
9. Photocopies – At Thomas Bennett C.C. a card to operate the machine can be bought for £2.00 for 50 copies i.e. 4p each copy (receipt supplied) and this may be appropriate for some committee members. Single copies @ 5p can still be made via the Adult Education Office and a receipt obtained. Other places for photocopies often charge 5p and give receipts.
10. Documents printed on home computers in black/white can be claimed at 7p a sheet, colour prints at 12p a sheet and full page colour photographs £1 for size A4. The corresponding cost for A3 are 15p, 21p & £2.