



BRIGHT DISTRICT U3A INC.

EXPENDITURE & REIMBURSEMENT POLICY

All Convenors' purchase requests for their group's activities/use, must be given to the Convenors' Co-Ordinator for appraisal & approval by the committee at the next Committee of Management meeting. Only committee approved expenditure will be reimbursed.

Persons who have been authorised by the Committee of Management may purchase consumables, solely for use at U3A H.Q. and will subsequently be fully reimbursed after submitting their receipts to the Treasurer.