

Reimbursement from Region Grant Funds for U3As

Background and purpose

When regional meetings / events are held in person, some expenses are incurred by the host U3A, and by the Regional Representatives and the U3A delegates attending. The DFFH region grant provides funds for each region to manage the logistics of its meetings / events.

U3As hosting the regional meeting / event, can claim for venue hire, catering, speakers etc

Regional representatives and U3A delegates attending regional meetings / events (including the 2022 State Conference) can apply for travel reimbursement from the region's DFFH grant, at the rate of 50 cents per kilometre or a tank of petrol, whichever is the lesser amount. The grant can be accessed for one car per U3A per meeting / event (including the 2022 State conference).

Each region has a 'banker' – a U3A holding the region's DFFH grant funds. The list of regional bankers is at Attachment A.

Procedures

Individuals claiming travel reimbursement for attending regional meetings / events / 2022 State Conference will be reimbursed by their U3A (ie. the U3A they are representing at the meeting / 2022 State Conference) at a rate of 50c per kilometre or a tank of petrol whichever is the lesser amount. Reimbursement can be made for one car per U3A per meeting / event only.

The U3A will complete the claim form (Attachment B) and attach fuel receipts or odometer readings. The claim form is to be sent to the relevant region's 'banker'.

U3As who have hosted an in-person regional meeting / event for U3As in their region should attach receipts for the expenses incurred and send the completed claim form to their region's 'banker'

Attachment A

U3A Regional Bankers

U3A Region	U3A Region Banker	Email
South West Victoria	U3A Colac Otway	robyn.perrin@bigpond.com
Grampians	U3A Ballarat	accounts@u3aballarat.org.au
Loddon Mallee	U3A Bendigo	treasurer@u3abendigo.com
North East Victoria	U3A Goulburn Valley	kerrie.midgley@hotmail.com
Gippsland	U3A Bairnsdale	u3abairnsdaletreasurer@gmail.com
Western Metropolitan	U3A Altona	altonau3a@yahoo.com.au
Northern Metropolitan	U3A Whittlesea	treasurer@whittleseau3a.org.au
Outer Eastern	U3A Upper Yarra	office@upperyarrau3a.org.au
Eastern Metropolitan	U3A Nunawading	treasurer@u3anunawading.org.au
Outer SE & Mornington Peninsula	U3A Frankston	treasurer@u3af.org.au
Central & Southern Metropolitan	U3A Kingston	u3akingstontreasurer@gmail.com

Attachment B

Regional Grant Funds

Acceptable uses for the grant in 2022 are:

- Travel to regional meetings / events
- Logistical support for face-to-face meetings (eg venue hire, catering tec)
- Speaker / other activities for regional meetings
- Travel support for U3A-nominated members in the region to attend the state conference in Bendigo 2-4 October 2022 (50c per kilometre or a tank of petrol whichever is the lesser amount). Support is for one car per U3A.

Name of U3A	
Contact Name	
Contact Phone	
What is this claim for? Attach copies of receipts	Date of event: Event:

U3A Bank Account Name	
BSB	
Account Number	
Claim Amount	

Claim must be submitted to the region's banker (listed in Attachment A) by 11 November 2022