

CAR-SHARE COSTS AND REIMBURSEMENT POLICY

FOR U3A GROUP TRIPS AND VISITS (POL2.2)


This policy has been developed for longer trips where individual members have agreed to act as a driver, taking other u3a members as passengers on a group visit. Members who agree to act as drivers for a group visit will not receive any payment but their petrol expenses will be paid. Members should check their car insurance policies to ensure they are covered for driving on a voluntary basis.

The policy ensures that all passengers pay a set amount for the trip and all drivers receive the same level of re-imburement.

The costs for each trip are calculated as follows:

	Worked Example	Calculation
Number of car drivers willing to take other members on the day (a)	4	(a)
Return Mileage from Wadhurst to Venue (b)	30	(b)
Total car miles (a) x (b) for whole group (c)	4 x 30 = 120	(a) * (b) = (c)
Total cost of trip @ 40p/mile* (d)	120*0.40p= £48	(c) * 0.40p = (d)
Total Number of passengers (e)	8 (eg 2 in each car)	(e)
Cost per passenger is (d) divided by (e)	£48 ÷ 8 = £6.00 <i>(Cost per passenger to be rounded up to nearest 50p or £1)</i>	(d) ÷ (e)
Payment due to each car/driver (30 miles @ 40p/mile). <i>(This assumes the driver does not pay a passenger fee).</i>	30 * 0.40p = £12.00	(b) * 0.40p
Parking cost per Car – As applicable for each visit.		

**This mileage rate was agreed by Wadhurst u3a Trustees on 3.2.2023 and will be reviewed annually.*

Ref:	POL2.2 Carshare Policy
Signed on behalf of Wadhurst u3a Trustees	 John O'Dwyer (Vice Chair)
Date of Last Review:	April 2024
Date of Next Review:	April 2027 (or sooner, if required)

