



**U3A Milton-Ulladulla Campus**  
**PO Box 530 Ulladulla NSW 2539**  
[www.miltonulladullau3a.org.au](http://www.miltonulladullau3a.org.au)

ABN 49 726 996 726  
BSB 062 646  
Account 0090 1085

## **Guidelines for Tutors - Reimbursement of Expenses. - 2019**

The Milton Ulladulla U3A is a non-profit organisation and under its constitution cannot provide a pecuniary gain for any of its members. Tutors cannot be paid for their time involved in preparation or delivery of courses on behalf of U3A, however reasonable out-of-pocket expenses can be reimbursed.

The following rules are provided to ensure consistency and fairness concerning the disbursement of expenses to tutors in a way that is legal, but minimises administration.

- A claim of up to \$30 can be made for miscellaneous expenses such as printing and use of materials at home, incidental phone calls, etc without prior approval or receipts. For anything else, please note the following procedures:
- Purchases of “Great Course” DVDs must be made by the Course Co-ordinator. Tutors wishing to purchase Great Courses DVDs should talk to the Course Co-ordinator.
- Purchases of course material required by tutors to deliver their courses, such as reference books or DVDs etc would need prior approval of the Treasurer or Course Co-ordinator and receipts should be provided. This material will become the property of U3A.
- Travel expenses would not normally be paid, however if a tutor needs to claim, prior approval from the Treasurer or Course Co-ordinator would be required.
- Photocopying can be done free of charge using the photocopier in the Harry Higgs room.
- If a tutor wishes to provide course material to students they are entitled to charge the students for the cost of materials. This is between the tutor and the students; a student has the right to decline, and not get the material.
- A claim should only be made once per term, using the U3A claim form available on the web site or from the Treasurer.