The Vauxhall Band
Trustee and Volunteer Expenses Policy

From 30th January 2026

This policy applies to trustees and volunteers ("you"/"your") working directly for the charity ("we"/"our"/"us"). It does not apply to self-employed musicians and others ("freelancers") whose engagement will be on Musicians' Union or other standard terms.

Subject to the provision of this policy, trustees and volunteers may be given approval to claim for:

- Travel to and from meetings/activities.
- Overnight accommodation.
- Postage, telephone calls and broadband time for charity work.
- Childcare or care of other dependants while attending meetings.

Other payments to trustees, such as for being a trustee, or for the provision of goods and services are covered by specific Charity Commission regulations and are not covered by this policy.

Submitting Claims

An expense claim form should be completed and submitted for approval to the Treasurer along with original receipts.

Checking & Approval

The Treasurer or the Chair is to check all expenses claims to confirm that the costs incurred were:

- Reasonable and necessarily and exclusively incurred in carrying out the work of our charity.
- For approved duties.
- Supported by receipts.
- Comply with the procedures and limits in this policy.

Claims not supported by receipts will only be approved in exceptional circumstances, where it was not reasonably possible to obtain a receipt. This is to be explained in sufficient detail in the claim to demonstrate this is the case.

General

Trustees and volunteers should travel by the most cost-effective mode of transport considering journey time, nature of the journey and cost. The start and end points of travel and reason for travel should be stated on the claim.

Rail Travel

You should, as far as possible, book the most economical tickets in advance and travel standard class. First class rail travel may be used where there is a justifiable special need, such as restricted mobility due to a health condition. This requires prior approval.

Taxis

Public transport should be used where possible, but taxis (choosing the cheapest option available, such as Uber over a black cab, where possible) may be used if:

- Public transport is unsuitable e.g. heavy or bulky equipment is being transported or the passenger has restricted mobility.
- Public transport is not available, such as late at night or during a strike.
- A taxi would be cheaper.
- An emergency, such as someone being taken to A&E, or for health & safety reasons including carrying large amounts of money.
- not using a taxi would represent a material risk to an individual.

Private Vehicle

Costs for parking and any congestion charging will be reimbursed. We will not reimburse any fines or infringement penalties, for parking, late payment of congestion charging or similar.

We will pay the HMRC vehicle mileage rate and will also pay the HMRC rate per passenger per business mile for carrying fellow trustees or volunteers in a car or van on journeys which are also work journeys for them.

Air Travel

Air travel may only be used in exceptional circumstances where it is significantly cheaper than other options or where using other means of transport would require an overnight stay or an unreasonably late return home. Flights are to be economy class, unless a higher class would cost the same or less and additional costs such as additional baggage entitlement are not repayable.

Subsistence

Where you are required to be away from your place of work for 5 hours or more and food/refreshments are not available at the meeting, event or hotel/B&B, we will pay reasonable subsistence. In the case of breakfast, you will have left home by 6am and, in the case of evening meal, are staying overnight or will be unable to return home before 9pm. Claims may include other costs, such as Wi-Fi, where this is essential to carrying out your work, but not alcohol or expenses for entertaining. The maximum that may be claimed is:

- Breakfast - £25
- Lunch - £25

- Evening meal - £50

Entertainment

We may exceptionally pay costs for entertaining, but only where these are reasonable, the minimum necessary, and necessarily incurred in carrying out our business. Any such costs must be approved by the Board of Trustees of The Vauxhall Band in advance.

Accommodation

Overnight accommodation may exceptionally be booked when it is reasonable and cost effective to stay away from home. A maximum of £25 with receipts may be claimed for staying overnight with friends or relatives. A further subsistence allowance for dinner may also be claimed with receipts in relation to the overnight stay.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	02/12/2024	Initial draft approved	Annually
2.0	Board	27/01/2025	No changes	Annually
3.0	Board	30/01/2026	Taxi policy, food expenses	Annually

Guidance

Regulatory

Charity Commission - Trustee expenses and payments (CC11).

HMRC - Travel — mileage and fuel rates and allowances.