



Volunteer Mileage and Travel Expenses Policy

Musical Connections will cover the following volunteer expenses when incurred on MC business:

- Parking
- Train fares (second class)
- Mileage allowance for volunteer drivers at the rate approved by HMRC (currently 45p per mile). Mileage for each journey to include return journey from home. MC to establish mileage via google maps, and this to be offered per journey
- Each journey to be recorded on the attached form. Claims to be approved by each group's musician, and submitted for payment every half-term
- Bank details to be provided by each volunteer for electronic payment
- MC's Community Involvement Officer must confirm with volunteer drivers and MC that:
 - The volunteer's insurance covers the volunteering activity – MC will cover any costs incurred when changing a driver's insurance to cover the transportation of vulnerable people
 - The volunteer always uses the car which is insured for them to do this work
- Requests by volunteers for free transport to sessions and events to be treated on a case by case basis.

MILEAGE CLAIM FORM – MUSICAL CONNECTIONS

DATE	VEHICLE REGISTRATION	JOURNEY	PASSENGERS	TOTAL MILES FOR JOURNEY
TOTAL MILES TO CLAIM				
Name and Signature of Volunteer Driver				
Approved by:				