

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 a 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

Project Managers 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.

