

MBG Volunteer and Trustees expenses policy

1. Introduction

This policy applies to all volunteers and Trustees of The Marlborough Brandt Group. It aims to provide them with the information as to how and when to claim out of pocket expenses, provide a consistent and sensible approach and ensure MBG is HMRC compliant.

The policy covers travel, meetings and ad hoc expenses.

It is always the individual's responsibility to claim their expenses. MBG provides a Volunteers and Trustees Expenses Claims Form.

MBG is a small charity and does not have an admin office so for practical purposes receipts are needed for costs of over £15.

All expenses claims must be approved by two trustees before being reimbursed from MBG.

2. Travel

MBG will support volunteers and Trustees with reasonable travel expenses, but they should take a common-sense approach and consider the following:

- Look to take the lowest cost option and be flexible.
- Look to plan your time to take advantage of savings and discounts.
- Consider if the journey is necessary, could it be completed online via teams, zoom, WhatsApp or similar?

Train

Train travel should be off peak wherever possible and always standard class.

Driving

Driving to and from meetings and events can be claimed in line with standard practice as set out here: <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>. At present driving is 45p per mile up to 10,000pa and 25p per mile thereafter.

Please make every effort to car share to reduce costs.

Travel claims should be from the point of departure and arrival specifically for MBG activities. So if an individual was going to be in Marlborough anyway and then went to an MBG meeting, this could not be claimed. The journey should also be significantly different from a normal journey you should make, e.g. if only five miles out of your normal work commute. MBG will not cover any speeding or other fines incurred while supporting MBG.

Reasonable car parking and toll costs can be claimed.

Please make every effort to use public transport or your own vehicle. Taxis maybe used where no other option is available but should be a last resort.

Flights

MBG may, on a case by case basis, pay for some or all of flight costs out to The Gambia where volunteers or Trustees are completing MBG work. MBG volunteers and Trustees may be in The Gambia for personal or other charity/business reasons and may often complete MBG work during these trips and claim some support from MBG. Applications and justifications must be agreed in advance by at least two trustees and recorded in writing. Volunteers and Trustees need to have in place their own insurance at their own cost.

Guidance:

- Costs are offered to trustees and young group leaders (specifically on the Summer Trip) to allow participation where someone may not have the ability to fund flights themselves.
- Trustees are assumed to travel to Gunjur only once a year with an itinerary agreed in advance by the trustee board and this flight can be paid for using the considerations set out below. Further flights might be agreed in exceptional circumstances by the trustee board, e.g. significant safety or strategic issue, but would not be expected given MBG's grant rather than delivery approach.
- Trips should be planned during the tourist season when flights are much cheaper (this does not apply to the Summer Trip).
- Flights should be paid for by MBG, individuals should not benefit from cash back or frequent flyer miles from MBG trips.
- Where part of a personal tourist trip contains MBG work the norm is to consider that if it is just a small part of the trip then MBG would not contribute to costs. If someone was to be in the Gambia with MBG for a planned week and then choose to stay on a week for a holiday then MBG would still pay for the flight costs but none of the costs associated with the holiday part of the trip, for example accommodation or airport car parking. MBG would also not pay for any costs of friends or family members.

Accommodation

While in The Gambia on specific MBG work, volunteers and Trustees may claim accommodation expenses of up to £25 a night. Accommodation might be with a local family or lodge and accommodation costs must be agreed in advance in writing.

Eating whilst travelling including supporting at events

MBG volunteers and Trustees can claim daily expenses of £10 during the day to cover breakfast/lunch/snacks/drinks. If staying overnight or not arriving home until after 8pm then £20 can be claimed for an evening meal. MBG expenses cannot be used for alcoholic drinks.

3. Meetings

Meetings should be conducted in free locations wherever possible, there should be no need for a paid location other than for a large meeting like an AGM.

Volunteers and Trustees may need to buy non-alcoholic drinks at a meeting or some food if a long meeting. These should be kept to a minimum and not exceed £5 per person present.

4. Gambian volunteers

When in The Gambia there may be occasions where chaperones or Gambian charity employees are present with MBG trustees, volunteers or groups when visiting lodges or in meetings. These Gambian volunteers or members of Gunjur Link Committee or TARUD etc... would not be expected to pay tourist prices when in this situation and MBG will cover the cost of their meal and soft drinks while supporting MBG activities. The trip leader or MBG representative must keep receipts of any expenses like this for MBG accounts. A meal and soft drink bought in this way should not exceed £20 per person.



Marlborough Brandt Group

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Likewise, MBG will cover the costs of chaperones or Gambian charity employees when with groups or volunteers. This includes expenses like local travel in bush taxi or taxi car, inclusion in activities like river trip or reptile sanctuary, soft drink or mango with the group when resting. This is to ensure those supporting MBG are fully included in what MBG volunteers are doing. All costs that are expenses must have a receipt and be passed to MBG for the charity accounts.

It is expected that such costs are small, for example, a taxi might be £4, boat trip £6, soft drink £1, full meal in tourist area £11 and mirror what the group or volunteer is doing and no more. MBG expenses cannot be used for alcoholic drinks.

5. Ad hoc expenses

MBG volunteers and Trustees may need to make purchases in support of the charity without access to the charity account. This might include postage, materials for events, equipment hire and so on. Expenses should be agreed in advance with at least one trustee, or can be made by a trustee for costs of £50 and under and by two (other) trustees for any costs higher than £50.

6. Policy review

This policy needs to be reviewed and re-agreed at the appointment of any new trustee, or every two years if no new trustees have been approved.

Most recently agreed by:

TRUSTEES: Alex Davies, David Johnson, James Busby

19-05-2021

Document V1: 07-04-2017

Document V2: 28-04-2021

Document V3: 19-05-2021 [edits in blue text]