

## Volunteer Expenses Policy

Revised May 2025

The museum board of trustees recognise that paying volunteer expenses is a responsible way to support volunteers. It also supports the museum's equal opportunities ethos. Whilst there is no legal requirement to pay expenses some large charities pay reasonable expenses that are capped, following HMRC guidance and are tax free.

Charity Commission guidance encourages payment of expenses but warns that smaller 'not for profit' companies need to ensure that there are sufficient funds to pay reasonable expenses.

For a number of years, the museum has paused volunteer expenses due to lack of funds. We now find that we are in a position to pay volunteers expenses which will be capped for 2024 to a £500 disbursement fund.

The museum Volunteer policy does state:

*Volunteers may be reimbursed out-of-pocket expenses for travel, although, as part of volunteering the museum would expect most volunteers to meet their own traveling expenses.*

In line with HMRC guidance all expenses should be reasonable and be supported with receipts. Otherwise, such payments may be regarded by HMRC as taxable income for the recipient.

### Travel

The Government desires volunteers to travel by the most economic and environmentally friendly means possible. However, we recognise this is not always possible. All travel claims other than car & bicycle mileage should be supported by a ticket. This can be a rail ticket, bus ticket, travel card, season ticket or MetroCard etc. Each claim will be for the actual expense.

The maximum total allowed for each volunteer day at the museum is £9. However -:

Up to £9 for travel by public transport. OR  
Up to £9 for the actual car parking fee. OR  
20 miles in total for car travel at .45p per mile - £9. OR  
32 miles for Cycle at .28p per mile - £8.96.

## **Subsistence**

Where a volunteer works on an evening event (e.g. Group booking, Ghost Tour, Trial by Jury or any other similar event) that does not form part of the normal Friday and Saturday public opening times or weekly curatorial team working days, the museum will pay actual costs for refreshments - up to a maximum of £10 and against receipt for the actual costs.

This subsistence will be paid from the proceeds of the extended event not the general disbursement fund.

## **General Principles**

However, notwithstanding the above, the museum director reserves the right to pay 'one off' expenses where exceptional and unique circumstances pertain, and payment of expenses is deemed necessary to accommodate a volunteer's special circumstances.

## **Gift Aid.**

The museum is a Gift Aid registered charity. If volunteers wish any expenses can be refunded to the museum enabling the museum to claim Gift Aid.

## **Expenses Claim Form**

All claims must be submitted straight away on the attached claim form, with receipts where required. Claims can only be made for expenses within the last 28 days.

Each form must be signed by a Weekend Manager, and forwarded to the Museum Director for approval.

## **Payments**

Once approved, payments will be made by the museum Treasurer by BACS to the bank account provided on the claim form. Payments will be made at the end of each month.

End



<b>Volunteer Payment Information</b>						
<b>Name on Account</b>						
<b>Sort Code</b>						
<b>Account Number</b>						