

The National Youth Brass Band of Great Britain

Expenses Policy (NYBBGB-010)

1. Introduction

This policy applies to all employees, staff, volunteers, consultants and trustees of the National Youth Brass Band of Great Britain (the Band) as of the 1st January 2021. It is a framework that covers how you can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for the Band.

2. Expectations and policy compliance

We expect you to:

- Behave honestly, responsibly, and within the guidelines of this policy (e.g. to keep costs low)
- Submit expenses as soon as possible and with enough details to explain why you've made the purchase
- Keep all receipts and provide VAT receipts (not just credit card slips) so we can reclaim VAT and because HMRC requires them.

If you are a manager, we expect you to:

- Check that purchases comply with the policy
- Approve them promptly
- Ensure they're claimed promptly.

If you don't comply with policy, we can delay reimbursement or reject claims.

3. Fraud, bribery and corruption

The Band has a zero tolerance approach to bribery – in compliance with relevant anti-bribery laws in all the regions in which we operate. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is not acceptable and will result in dismissal or termination of your contract.

4. Travel-related expenses

The Band encourages sustainable use of transport. You should use public transport wherever it is practical, safe and cost effective to do so. The following travel-related expenses can be claimed:

4.1 Rail and road travel:

All bookings should be made in economy/standard class (unless you can beat the price by booking early, in which case higher classes are acceptable). Always keep a receipt that includes the date.

4.2 Mileage:

To reduce cost and environmental impact you should always vehicle share where possible. You can claim 45p/mile for the first 200 miles of any return journey and 25p/mile thereafter to use your own vehicle for business purposes. If more than one member of staff or trustees travel in a vehicle the full rate of 45p/mile may be claimed for the whole journey.

The full rate for the whole journey may also be claimed by the Operations Manager when transporting equipment to venues by their van.

4.3 Taxis:

Always use public transport instead of taxis (unless you are alone in an unsafe area).

Always keep a receipt that includes the date.

4.4 Additional travel-related expenses:

The following travel-related expenses are acceptable and will be reimbursed:

- Parking
- Tips (up to 15% - unless already included in the bill)

4.6 Hotels:

You can claim for overnight accommodation in a budget hotel up to £130 a night including breakfast (a further £70 a night may be claimed in certain peak rate locations e.g. London, Cardiff, Manchester, Birmingham, Glasgow, Edinburgh, if agreed in advance with the CEO).

You are responsible for all hotel cancellations. You cannot claim hotel accommodation for band courses where on site accommodation is made available to you.

4.7 Subsistence:

If you are required to stay away from home on Band business you can claim up to £25 per day for dinner. You cannot claim for lunch or any other food or drink. You cannot claim food and drink for band courses where on site provision is made available to you.

4.8 Duty of Care:

This is important! Always inform others of your overnight location so we can comply with Duty of Care requirements.

5. Home working expenses

The following expenses are acceptable for home workers to claim:

- Stationery and resources necessary e.g. printer cartridges to conduct business
- Postage for business purposes
- Annual eye-testing fees

6. What we will not reimburse you for

The following travel and remote working expenses will not be reimbursed.

- Any items for personal, non-business use
- Bar bills*
- Child care or pet care
- Clothes
- Credit, debit and charge card fees (including interest, annual costs)
- Damage to personal vehicles
- Flowers, sweets, confectionery etc*
- Food/drink outside of travel subsistence outlined above and unless stipulated otherwise*
- Healthcare items including sanitisers, facemasks, medicine etc.
- Laundry service/dry-cleaning (unless you are required to be away for more than than 7nights)
- Mini-bar contents
- Mortgage/rental/property maintenance or utility costs
- Movies/videos, newspapers, magazines etc
- Penalty charges or fines
- Toll charges
- Spa and health/fitness clubs or subscriptions services
- The loss/theft of goods

*You may be able to claim these if the event is part of a CEO pre-authorized event.

You will not be reimbursed for expenses relating to a partner or any other person travelling with you who is not on Band business.

There might be other things that we won't pay for, so make sure you explain the business reason for each claim.

The Band has two credit cards; one held by the CEO for payment of goods and services that cannot reasonably be purchased by any other means and one held by the Operations Manager for payment of ad-hoc goods and services arising or directly associated with courses and events. Company credit and payment cards may not be used for travel or subsistence expenses, which must be paid for personally and reclaimed as detailed above.

November 2023