



Expense Guidance Summary Appendix A - All Volunteers

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Document Owner: Jolene Moran, Head of Volunteering Advisory Services

Version: 1.2

Purpose of Best Practice Guidance

To be used alongside Guide Dogs standard volunteer expense policy, this document outlines the expenses all volunteers can claim in carrying out their role.

To enable us to effectively manage the administration of expenses we require expenses to be claimed no later than 3 months after the activity and supported by a corresponding receipt.

Definitions: The volunteer manager is the person who is the key point of contact for a volunteer and holds responsibility for support and supervision of a volunteer

Best Practice Guidance Information

Travel Journeys

- Travel should be agreed beforehand with your volunteer manager, and expenses can be reclaimed by submitting an expenses form.
- The most cost effective mode of transport should always be used unless otherwise agreed with your manager.
- Guide Dogs vehicles should be used for travel where possible.
- Private vehicle mileage can be paid at 40p per mile for the first 10,000 miles within the business year (6th April to 5th April), and 25p per mile thereafter. Claimants are responsible for keeping a running total of mileage.
- In cases where private car hire is required, this must be booked via a member of staff through Inchcape Fleet Solutions.
- All rail travel should normally be booked in standard class.
- Air travel may be required for some journeys. Where this is the case, economy class should be booked and 'no frills' airlines considered.

Accommodation

- The overnight accommodation budget is £80 per night, including breakfast. The maximum budget for hotels offering a dinner, bed and breakfast is £98. An additional £16 per night is permitted where you are required to stay within Inner London.
- Expenses incurred at the hotel which are not covered by the current subsistence rates cannot be claimed on expenses, for example, mini-bar, laundry services, etc.
- Expenses incurred for informal accommodation (e.g. staying with a friend or relative) may be permitted (at your volunteer managers discretion), although it is expected these expenses would be lower than the rate of a B&B or commercial hotel. See further guidance within the policy.

Subsistence

- A maximum £18 allowance for an evening meal is available to those who are required to stay away from home overnight, and are on Guide Dogs business the second day. A £5 lunch allowance would also be available on the second day only, and overnight accommodation if required due to travel restrictions.
- A lunch allowance of £5 maximum is available where duties require an extended day (start before 6am, finish after 8pm)

Documentation

Volunteer Expenses Claim Form

Permissible exceptions

None

Version control table:

The table below contains four rows and four columns. (Only the original approval date and the most recent amendment should be included in the table.)

Date	Version	Status	Details of Change
3/11/20	1.2	Review	Annual cross-functional review

End of document