



## Expense Guidance My Sighted Guide

**Unique reference number:** PP VOL GN 005B

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**Version:** 1.1

### 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 supporting the My Sighted Guide service.

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:** None

### Best Practice Guidance Information

#### Travel Expenses

My Sighted Guide service users are required to fund their own public transport costs. For volunteers accompanying service users on public transport these expenses will be reimbursed in line with the current volunteer expenses policy.

#### Travel to and from training locations or Guide Dogs office

as per Guide Dogs volunteer expense policy.

#### Travel to and from a service users house

(or another agreed meeting point within 3 miles of their home).

#### Any travel that is undertaken by a volunteer

As part of a My Sighted Guide partnership meeting, this is restricted to 15 miles each way from meeting point.

## **Parking**

In relation to My Sighted Guide duties will be reimbursed when supported by a corresponding receipt.

## **Parking tickets, fines and other violations**

These will not be recoverable as a My Sighted Guide expense. All volunteers and service users are responsible for their own conduct and any fines incurred are the responsibility of the individual.

## **Telephone and Postage**

As per Guide Dogs Volunteer Expense policy.

## **Subsistence**

Reimbursement up to £5 can be claimed for a drink as part of a My Sighted Guide volunteer's activities where this is part of an agreed activity plan and where a corresponding receipt is provided.

Food will only be covered in those situations that fall within the Volunteer Expenses Policy.

## **Admission Fees**

Admission fees to events and activities will not be covered by Guide Dogs.

## **Equipment and System Access**

There are several options in regards to mobile telephones. Mobile telephones will be provided for some roles in agreement with the supervisor/manager and/or the cost of calls in relation to My Sighted Guide duties will be paid by Guide Dogs.

1. Volunteer can use their own phone and claim back any additional costs incurred in the My Sighted Guide activities with itemised bill.
2. Guide dogs will provide a standard handset and pay for the usage in relation to Guide Dogs' duties.

## **Access to Systems**

Where systems access is a requirement of the role, volunteers should use their own equipment if possible. Where this is not possible and/or there is a business

need the volunteer will be assigned equipment depending on what systems access their role requires.

In the case where a volunteer has system requirements, Guide Dogs will not pay where a flat rate internet contract is in place, however any additional broadband expenses that arise as a result of Guide Dogs duties can be claimed.

## Documentation

None

## 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
31:10:2020	1.1	Approved	Updated travel expenses for public transport.

End of document