



VOLUNTEER EXPENSE POLICY

VOLUNTEERING

PEOPLE AND BUSINESS SERVICES

Unique Ref No: VOLP3

Owner: Lara Rivans

Job title: Head of Volunteering

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Volunteer Expense Policy

Guide Dogs values the work carried out by volunteers and believes volunteers should not be out of pocket through their volunteering activities with Guide Dogs, except where travel costs are agreed to be part of the voluntary contribution to the charity.

This expense policy applies to all Guide Dogs registered volunteers.

Main High Level Principles

- Expenses being claimed for must have been genuinely incurred for business purposes.
- Volunteers who intend to claim expenses must have them agreed with their line manager prior to their being incurred.
- Claims should be submitted on a regular basis and within the relevant financial year (January to December).
- Volunteers claiming in excess of £20 per month should be reimbursed where possible via BACS payment directly into nominated bank or building society account. Where necessary, expenses may be paid in advance.
- A valid receipt (preferably a VAT receipt) must accompany every expense claim. Credit card slips are not acceptable as proof of payment unless they are one and the same as a detailed receipt showing purchases.
- All necessary dog food, veterinary costs and equipment necessary to volunteering activity will be supplied and paid for by Guide Dogs.
- Telephone, postage, and other pre-agreed expenses necessary to the volunteering activity will be reimbursed if supported by appropriate receipts.
- With line manager approval, any travel to and from the place of a volunteering activity where not part of the voluntary contribution will be reimbursed.
- All public travel will be reimbursed at standard class for rail / coach fare and economy class for air fare. Drivers using their own vehicle will be reimbursed at the same mileage rates applicable to staff.

- Food / beverages and accommodation necessary when volunteering activity takes place outside the normal geographical area, subject to prior agreement with a line manager and a minimum time commitment, will be reimbursed up to the limits in line with rates applicable to staff.

Other Relevant Details

Volunteer expenses should be built into all funding applications and budgets as part of the regular costs of a volunteer programme.

References and Related Documents

Appendix A – All Volunteers Expense Amounts

Appendix B – My Guide Volunteer Expense Guidance

Appendix C – Puppy Walking and Brood Stock Holder Volunteer Expense Guidance

Volunteer Expense Claim Form

Guidelines for completing Expense Claim Form

Sign-off

Lara Rivas, Head of Volunteering, 16th January 2017

Jo Sullivan, Head of Volunteering, 21st April 2010

Jane Coope, Director of HR & Diversity, 21st April 2010

Council Approved, 27th January 2010