

Volunteer Expense Policy

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Version: 3.2

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Purpose of 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.

Definitions:

This policy applies to all volunteers applying as individuals. Specialist/skills based Employer Support Volunteers applying as individuals will be covered by this policy

Policy Statements

- Expenses being claimed for must have been genuinely and exclusively incurred for organisation purposes.
- Volunteers who intend to claim expenses must have them agreed with their key contact prior to expenses being incurred.
- Service users who are volunteers who ask a contact to drive for them, can claim as if they were the driver and pass on that payment on a personal basis.
- Claims must be submitted on a regular basis (every 3 months or less) and within the relevant calendar year (January to December). Claims incurred over 3 months previously will not be reimbursed.
- Volunteers claiming more than £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.

- Where it is not part of any voluntary contribution, any travel to and from the place of volunteering activity will be reimbursed, with the prior approval of their key contact.
- 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 40p per mile.
- Food/drinks and accommodation necessary when volunteering outside a volunteer's normal geographical area, will be reimbursed up in line with rates applicable to staff. This is subject to prior agreement between the volunteer and their key contact or staff contact who will be able to provide current rates before they are incurred.

Other Relevant Details

Volunteer expenses should be built into all funding applications and budgets as part of the regular costs of volunteering activity in the organisation.

Documentation:

Volunteer Expenses Claim Form

Permissible exceptions:

A group of Employer Supported Volunteers being paid by their employer enable their volunteering with us will claim their travel expenses through their employer.

Related Policies or Processes:

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

Governance Review & Approval Table:

The table below contains two rows and five columns.

	H&S	Protection of Children & Adults	Insurance	Legal
Date Reviewed	26/10/20	3/11/20		

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	3.2	Review	Annual Cross-functional review group

End of document