

## DUKE OF EDINBURGH'S AWARD (DORSET)

### GUIDELINES FOR VOLUNTEER'S EXPENSES (April 2020)

#### General

As a DofE volunteer for Dorset Council working on DofE events you are entitled to claim reasonable expenses. These are payable whilst away from home and involved in the supervision or assessment of young people.

Expenses usually have to be covered by income from participants so the level of payment will be determined by the income received. Payment to the volunteer is therefore a private matter to be agreed between payee and payer, **before** agreeing to help.

Expenses which may be covered include:

- Mileage\* from home/work to the area of the venture and return.
- Reasonable mileage in the area of the venture each day
- Re-imburement of campsite fees
- Meals (e.g. DCC guidance as follows: 5hr "shift" = £5; 10hr = £10; 15hr = £15)

An understanding as to what can be claimed, and any 'cap' on expenditure or daily mileage, must be **agreed in advance**. For example you might agree up to £20 on meals per day (if camping out overnight) and a mileage cap of 50 or 100 miles per day.

#### How to Claim

1. Find out the payment process **before** undertaking the work
2. Centre Volunteers may be able to claim direct from Centres by local agreement or see 4/5 below.
3. Council Volunteers must claim via DC as 4 OR 5.
4. If payment is more than a one-off from DC, you would need to join the Time, Travel and Expenses system via the DofE Manager
5. If payment has to be made through DC and is very infrequent then please use the DC Travel/Subsistence Claim form for Non Employees Version Aug'19 found at:  
<http://www.dofedorset.org/volunteer-forms/>

- ❖ **DCC Claim forms MUST be sent to via Marnie Shaw, who will send onto "Payroll Operations"**. When someone claims for the first time they will then be set up on the dc vol expense database. Please attach BACS details. Receipts do not have to be attached as the claimant signs to say that they are kept for 4 years and are available for inspection upon request. Expenses have to be broken down as per the form. A scan of the signed and completed form is acceptable and is to be sent to [m.shaw@dorsetcc.gov.uk](mailto:m.shaw@dorsetcc.gov.uk)

#### Assessors

**DC Licensed Centres must use Assessors registered with DC (as the LO) unless using Assessors booked through a Network (AN) or contracted via an AAP.**

If you are a DC Assessor you will not usually require payment for your time. However you can claim reasonable expenses such as those suggested above. This is a private matter to be agreed between you and the Centre requesting the Assessment, and terms **must** be agreed **before** the venture takes place.

For information/comparison: Fees for Assessments through the DofE Expedition Wild Country Assessor Networks for 2019 were as follows: Bronze: £55; Silver: £75; Gold: £100 per team. This arrangement does not normally require any further payment to the Assessor and vouchers are purchased via the Essentials tab in eDofE. Other DofE Networks eg New Forest (NFEAN) may be able to supply Assessors, again this is at a fixed fee.

#### **\*Note:**

- The DCC recommended rate for payment of volunteer mileage is 45p per mile to cover fuel, wear and tear, insurance etc.
- Volunteers can only claim for one return journey from home/work to the expedition area per venture UNLESS daily travel from home is agreed by the organiser in advance