

Being involved

Expenses and allowances for volunteers

Financial assistance

We will provide financial assistance in the form of grants to help support local community groups.

These include:

Start-up grants: to help towards setting up a group.

Annual grants: to help pay the costs of running a group.

The above are subject to various criteria being met.

At certain times, opportunities arise for further funding that will help towards the cost of smaller projects. Information on this will be advertised on our website (ongo.co.uk) as and when this funding becomes available.

If you would like the full expenses policy, you can get in touch with the Customer Engagement team.

Types of expenses we cover

We will pay standard class train fares, car mileage costs, bus and taxi fares, car parking costs, but not parking fines. If you are disabled and need someone to travel with you, we will meet that person's travel costs as well.

Apart from rail travel, you normally have to pay your own fares and reclaim the cost from us. If this is difficult we may be able to make alternative arrangements. If you volunteer for a project, the maximum amount you can claim is £10 per day.



Car mileage

The current rate we pay is 45p per mile (we encourage car sharing wherever possible).

Bus & rail fares

You will pay your own fare and reclaim the cost from us. Where possible you should buy a day-saver or weekly pass.

If you are travelling by train, we will purchase the tickets in advance for you.

Childcare costs

We will meet reasonable childcare costs, which must be agreed with the Project Co-ordinator or Service Manager before a claim is made. If possible a receipt should be provided.

Subsistence costs

For events that are not held in-house, we will pay a meal allowance of:

Breakfast: £6.00

Evening meal: £12.00

You can claim for tea/coffee and soft drinks but no alcohol.

We will only pay for overnight stays in exceptional circumstances. We will not pay costs for room service.

If you require a carer to travel with you, we will meet their costs.

If you volunteer for a project for over five hours, we will pay a meal allowance of £4.50 for lunch.

Tax & benefits

Expenses paid to residents are not classed as earnings. They cover out-of-pocket expenses and should not affect a resident's entitlement to benefits, but they may affect the resident's tax position. Currently the tax-free allowance is 45p per mile up to 10,000 miles. Claims are subject to audit by internal and external auditors.

HM Revenue & Customs also inspect paid claims from time to time. We strongly advise residents to check their position.

Claiming expenses

We encourage residents to get involved in our work. We will cover most out-of-pocket expenses for travel and other reasonable costs to enable residents to volunteer with projects and activities, attend meetings, events, workshops, conferences and training courses.

Expense claim forms are available from the Project Co-ordinator where you volunteer or the Service Manager for the activity you attend.

If claiming expenses, receipts must be attached to the claim form.

For more info

You can email us on **customer.engagement@ongo.co.uk**, visit our website **ongo.co.uk**, or call us on **01724 279900**.

We also have **Facebook** (OngoHomes) and **Twitter** (@ongoUK) that you can use to get in touch.

If you would like this publication in your language:

Jeśli chcesz tę ulotkę w języku polskim, zadzwoń na 01724 279900

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Ja vēlaties šo instrukciju savā valodā, lūdzu, zvaniet mums uz 01724 279900

Se você gostaria deste folheto na sua língua, por favor ligue para 01724 279900

আপনি আপনার ভাষায় এই লিফলেট চান, অনুগ্রহ করে আমাদের সাথে 01724 279900 উপর কল

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