

dc Diversity Challenges

'A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium'.

Volunteers' Expenses

Introduction

Diversity Challenges welcomes the contribution from volunteers giving their time to the delivery of projects. It is important that volunteers are not 'out of pocket' as a result of their contribution. Diversity Challenges has therefore drawn up this policy on the payment of expenses to volunteers. Diversity Challenges must ensure that payments comply with the requirements of the HMRC or Irish Revenue Commissioners and the funders. The policy is based on information from the IACP and other agencies where volunteers carry out essential work.

Expenses will only be paid for expenses incurred as part of work with Diversity Challenges as part of a recognised project.

For work on Diversity Challenges, the following business expenses are eligible:

- **Public transport:** To and from the appointment
- **Mileage:** Allowance for travel to and from the appointment
- **Parking & Tolls:** The cost of parking for the hours worked & toll charges incurred
- **Daily and Overnight subsistence:** Allowances
- **Phone -** Mobile phone calls/postage

The policy applies to:

- Members of the Board of Diversity Challenges
- Volunteers participating in Diversity Challenges Projects

All expense claims must be completed on the required forms and be approved by the Co-ordinator and/or Board Member. Claims must be made as soon as possible after the event within one month of the expense being incurred.

Main Points

Expenses claim forms are to be completed and receipts must be attached with claim forms and given for approval to the Co-ordinator on a monthly basis.

If paid by credit card the original receipt must be kept and a copy of the credit card statement showing the transaction must be produced a copy of bank statement showing payment of card is also required – no payment will be made if only the credit card receipt is produced. (Other private information on the card and bank statements can be blanked out). The best advice is that if possible do not use a credit card use a debit card.



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Travel Expenses

Travel expenses will be paid for duties carried out on behalf of Diversity Challenges. Mileage will be paid @ 45p per mile for those based in N.I. for those based in Republic see chart below.

Revenue Commissioners		SP – IT/2/07	
Motor Travel Rates			
Rates per kilometre - Effective from 5 March 2009			
Motor Travel Rates in a Calendar Year			
Engine Capacity	Up to 1200 cc	1201cc to 1500 cc	1501cc and Over
	Cent	Cent	Cent
Up to 6437km	39.12	46.25	59.07
6438km and Over	21.22	23.62	28.46

Mileage/kilometres distance provided by Google maps or AA route finder must be used and attached to the claim.

Any public transport used is standard class fare with tickets attached. A rationale for travel along with start / finish times and destination must be completed on claim form. Public transport bus and train fares will be reimbursed for standard class travel. Original tickets must be attached to claim form.

Car parking can be reclaimed with original ticket attached. Car parking fines will NOT be paid.

Taxis fares these will only be reimbursed if

- bulky or heavy items have to be transported
- when adequate public transport is not available
- when travelling out of normal office hours and there are reasons of personal safety
- when two or more volunteers are travelling together.

In cases where volunteers still choose to use a taxi public transport i.e. bus or rail fares will be reimbursed.

Original receipt of taxi fare must be submitted with the claim.



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Subsistence payments

A subsistence allowance may be claimed to cover meals taken by volunteers who are required to work at a location which means that they are away from home over meal time this means they can claim €5/£4 for tea/coffee light snack €10/£8.00 for the cost of lunch or € 15.00/£12 for an evening meal. Original Receipts must be provided with any claim and no claim will be paid for alcohol.

Hospitality

Where a meeting takes place with a participant (storyteller) and includes refreshment you can claim the costs of this on the same basis as for subsistence. The cost rates are per person. Hospitality form must be completed including a list of the participants.

Overnight Accommodation

Where volunteers travel on Diversity Challenges business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The rate payable includes a partial element of the daily subsistence allowances (i.e. breakfast in a B& B arrangement). Detailed receipts are required in order for this allowance to be claimed and adequate evidence must be provided to indicate the hotel/guest house used. Diversity Challenges will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members. Volunteers should note that items of a personal nature, such as calls home, alcoholic drinks, mini-bars, video hire etc... will not be reimbursed by Diversity Challenges and these should be deducted from any bills submitted for reimbursement. Prior approval for overnight accommodation must be given by the Coordinator giving the nature of the work to be undertaken for example to collect an interview, with a participant who lives a distance from your home base and where travel back and forth in one day would not be sensible.

Hospitality form must be completed.

The current rates are:

Ireland / N. Ireland: €85.00 /£ 70



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Phone and postage

Volunteers will use mobile phones to set up meetings with participants and to organise events for projects. The cost of these can be reclaimed as long as volunteers are able to provide the itemised phone bill with the calls relating to Diversity Challenges business clearly marked and who to for example.

Similarly postage a note stating cost of stamp.

Forms

The necessary forms are on the Green and Blue web page forms. They can be downloaded and completed. They need to be signed and hard copy posted to the Coordinator - Will Glendinning, 31 Bessbrook Road, Markethill, Armagh BT60 1 RJ, Northern Ireland.

Any queries/concerns should be directed to Will Glendinning, 31 Bessbrook Road, Markethill, Armagh BT60 1 RJ, Northern Ireland. Tel: 028/048 37507219; w.o.m.glen@btinternet.com



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