

SAMPLE 1

SAMPLE LETTER TO LOCAL SOCIAL SECURITY OFFICE FOR REIMBURSEMENT OF VOLUNTEER EXPENSES.

Dear

RE: Volunteer Expenses for (*volunteer's name and address*)

The above person is a volunteer with (*organisation*). They commenced volunteering with us on (*date*) and volunteer for an average of (*number*) hours per week. They will receive out of pocket expenses to reimburse what they spend in the course of their volunteering. These expenses cover: (*select relevant expenses*)

- Travel to and from the place of volunteering
- Meals taken while volunteering
- Care of dependants during volunteering
- Travel to and from their place of volunteering
- Cost of protective clothing

We have taken (*volunteer's name*) individual circumstances into account and the estimated amount of expenses that he/she will incur is an average of £x per week. This will be paid on the submission of receipts at the end of the week. *Organisation name* has a Volunteer Expenses Policy which outlines the levels a volunteer can Claim against the role they undertake.

Volunteers Name has the flexibility within his/her volunteer role to attend interviews when required and start work with a week's notice.

If you have any questions or would like more information, please feel free to contact me on (*contact details*).

Yours sincerely

Volunteer Co-ordinator

Guidance from www.nidirect.gov.uk

Volunteering while on benefits (Universal Credit)

You are free to volunteer while you are receiving benefits. This is as long as the work you do is unpaid and you meet the rules of your benefit. Always check with your personal adviser before you start volunteering.

How volunteering affects your benefits

Volunteering shouldn't affect your right to benefits. As long as the only money you receive is to cover your volunteering expenses, such as travel.

There are no limits on the amount of time you can volunteer for, as long as you continue to meet the conditions of the benefit or tax credit you are receiving.

For example, you must:

- still be actively seeking a full-time job
- able to go to job interviews at 48 hours' notice
- be available to work at one week's notice

However, in most cases, if you volunteer full-time and receive an allowance from your volunteering organisation you won't usually be eligible to receive benefits. It is always advisable to discuss your choice of voluntary work with your personal benefits adviser or contact the Jobs & Benefits / Social Security office that pays your benefit, before you start.

You must declare all your expenses to your Jobs & Benefits / Social Security office. If the only money you receive is to cover the cost of your expenses from volunteering, your benefit will not be affected.

Sample Letter for Volunteers in receipt of Universal Credit

Dear

RE: (volunteer's name and address)

The above mentioned person is a volunteer with our organisation and is based at (address of place of volunteering). He/she contributes approximately (number) hours per week volunteering as a (volunteer role) in order to gain valuable experience in his/her chosen career.

While undertaking this role he/she:

- Will not be asked to do work, which would normally be done by some one in paid employment.
- Will receive no remuneration only the reimbursement of genuine and reasonable out of pocket expenses.
- Will be available to attend an interview at 48 hours notice and take up employment at 1 week's notice.
- Will be contactable while volunteering should a job opportunity or interview become available. (Organisation) will endeavour to pass on messages as quickly as possible.
- Will receive (on-the-job training/other training), which is essential for the volunteer role.
- Will receive a reference from (Organisation) if requested.

If you require further information, please do not hesitate to get in touch.

Yours sincerely

Volunteer Co-ordinator

Reasonable precautions have been taken to ensure information in this publication is accurate. However it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein. Charity (Inland Revenue) No. XT22896. Company Limited by Guarantee No. NI602399. Registered in Northern Ireland

