

Volunteering with Healthwatch

How to get your money paid back to you

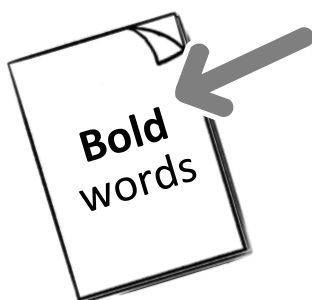


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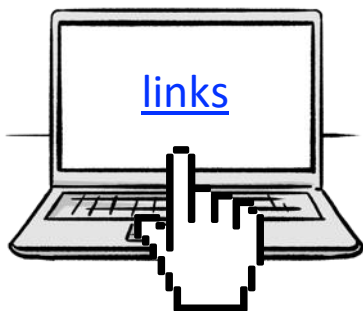
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In this easy read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.



Some words are [blue and underlined](#). These are links which will go to another website which has more information.

Introduction

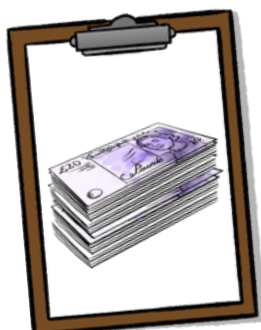


Healthwatch works to make sure health and care services are the best they can be for the people who use them.



We are able to do this with the help of **volunteers**.

Volunteers are people who give their time to help without getting paid for it.



Volunteers can ask us to pay back some of their **expenses**.

Expenses means the money they have spent to be able to do their volunteer role.



This is an Easy Read version of our information on volunteer expenses.

How can a volunteer get their expenses paid?



You can ask for your expenses to be paid back to you by filling out a Volunteer Expense Claim Form.



Your expenses will be checked by a member of staff.



You should keep receipts of your expenses.

We will only pay back your expenses if you can show us the receipts for them.



We will pay back your expenses every month.



The money will go straight into your bank account.

What expenses will we pay for?

Travel expenses



We will pay you back for your travel to your volunteer role. This includes:

- public transport costs.



- some of the fuel costs for driving to your volunteer role.



- car parking costs.



- taxis - you will need to ask us first before you use a taxi to get to your volunteer role.

When you choose how to travel to your volunteer role you should:



- think about how easy it is to use or get to.
- try to choose travel that is low cost.

Using a car

If you use a car to get to your volunteer role you must make sure it is legal.



This means that your car should have all the documents that the law says it should have.



We will not pay for you to own your car.



We will only pay you for the fuel that you use to drive to your volunteer role.

Food and drink



If you volunteer for over 3 hours in one go we will pay £2 back to you for food and drink.



If you volunteer for over 4 hours in one go we will pay £5 back to you for food and drink.



Working online

If you do your volunteer role online from your own home, we may pay back:

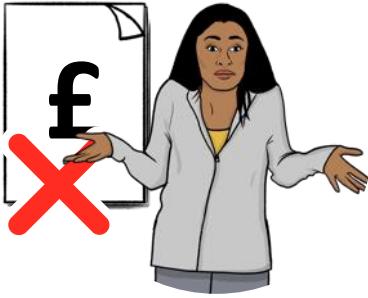


- some of your telephone bills.
- some of your internet bills.

Receipts



You must remember that you have to keep receipts for all of these expenses.



We cannot pay expenses back to you if you do not have receipts.

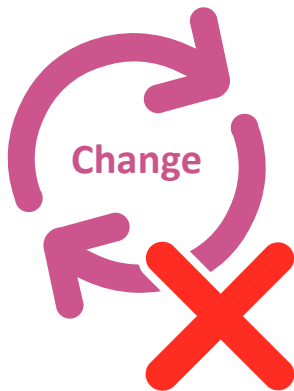
Benefits



Benefits is money paid to some people by the government to help pay for the things they need to live.



We understand that some of our volunteers may get benefits.



Having your volunteer expenses paid back to you will not change your benefits.

Other information



We will try to meet your needs so that you can volunteer with us.



If there are any other expenses you would like paid back to you please speak to the Lead Officer.