

Family Rights Group's Families' Involvement - Payment and Expenses Policy

Expenses

Prior to your being invited to participate or taking part in any work, we will make it clear to you whether any expenses or thank you payments are applicable. Where expenses are applicable, all expenses should be agreed with us in advance.

1. We will pay pre-agreed out of pocket expenses if you attend any meeting, group, conference, training session or workshop for us.
2. We need you to give us the receipts for any expenses and to sign an expenses claim form we will give you.
3. We will usually pay your expenses in cash on the day or make an on-line payment.
4. Where possible we will pay your expenses directly, e.g. we will buy your travel ticket for you.

Payments

5. Whilst we like to offer payment for some of the things you could do to get involved with us, we know that some people prefer to volunteer their time and not be paid.
6. We may offer a thank you gift if you take part in groups or panels.
7. We will offer you payment if you speak at a workshop or conference for us.
We suggest that you seek advice about the effect that being paid can have on benefits and tax. It is important to note that benefit rules change quite frequently and they are very complicated. You will need to explore your own particular circumstances and we recommend that you check what is right for you and seek advice from your local CAB.
8. If we pay you to work for us on an ongoing basis we will issue you with a contract for this work, which will cover issues of tax, national insurance and expenses. We will advise you to seek specialist advice about the effect on your benefits.
9. Expenses for voluntary work are not taxable.

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