

# The Collective Internship

## Expenses summary

Christian Aid understands that finances will be tight for those on the scheme and we encourage you to set aside some savings to use during the internship as you would with any other long term volunteering initiative.

Christian Aid will reimburse reasonable costs incurred as part of your volunteering full time with us.

### Accommodation costs can cover

- monthly rent for 10 months – you will need to get a 10-month contract
- utility bills (gas, water, electricity only, if not part of an all-inclusive rental agreement). Maximum of £50 per month. These **bills must be in the intern's name** in order to be reimbursed
- rental administration fees
- deposit – but you must ensure this is returned at the end of your tenancy
- council tax **must be in the intern's name in order to be reimbursed.**

Accommodation will only be covered if it is a reasonable amount. We would not expect your rent costs to be more than £400 in London and £350 anywhere else per month.

**Christian Aid will not cover accommodation costs if the intern is living with parents or another family member.**

In addition, the size of accommodation rented should be reasonable for one person. Ideally, interns should be looking to rent one room in a shared house, a studio or a one-bedroom flat. In ideal circumstances, an intern could be placed with a family household known to Christian Aid.

### Accommodations costs will not cover:

- accommodation if you are staying with relatives
- subsidised accommodation/social housing
- furniture hire
- bills such as phone, internet and television license (unless these are already included within your rental package)
- excessive accommodation (for example, a two-bedroom house/flat for one person).

### Travel costs can cover:

- travel to the region of the internship at the beginning of the internship (one way)
- one trip home (return) (suggest at Christmas)
- travel home at the end of the internship (one way)
- travel to and from work on public transport (trains, buses, trams)

All travel should be standard class.

### Travel costs will not cover:

- regular trips home
- mileage/petrol costs unrelated to your volunteering
- car parking unrelated to your volunteering
- taxi fares unrelated to your volunteering

### How to claim travel expenses

Travel should be claimed on a monthly basis, or where appropriate a season ticket covering the 10 months should be purchased and will then be reimbursed.

If you live in London you will be asked to purchase a one-month, then a six-month, then a three-month Oyster card if you travel via the Underground.

### Expenses cannot be reimbursed without receipts.

Subsistence – such as food, drink and basic day-to-day needs as are needed in the circumstances of the voluntary role

If you are recruited onto the scheme Christian Aid will pay subsistence to you. £53.75 per week is Christian Aid's reasonable estimate of those expenses likely to be, or to have been, incurred during your volunteering.

These expenses are paid by BACS. You will be asked to send your bank details to your supervisor who will then set this up.

Everyday lunch expenses and team meals can not be reimbursed.

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## Overseas trip expenses

Christian Aid will cover overseas trip expenses, including travel, immunisations, food and drink.

## Additional expenses

Christian Aid will not pay for volunteers to have eye tests or glasses.

We expect you to be responsible for your personal property and therefore can not replace lost items.

## Withdrawal from the internship

If an intern withdraws from the internship, or moves back home, it is the intern's responsibility to sort this out with his or her landlord. Christian Aid will not pay for accommodation for people who are no longer volunteering with us or are living with relatives.

Please note that you should be contracted to a property for 10 months, so changing your living arrangements halfway through the placement could have significant cost implications for you. Therefore, think carefully before committing to accommodation.

Subsistence will be cancelled if you are no longer volunteering with Christian Aid.

## Accommodation and Travel FAQs

### Accommodation

#### How do I go about claiming for my rent? Do you pay it monthly or can I receive a lump sum?

We will not pay rent in a lump sum but will pay this monthly, direct to your landlord. You will be asked to give your landlord's bank details to your supervisor.

#### When will you start paying rent?

From 1 September.

#### What documents do you require from me?

We would need a copy of your signed tenancy agreement and landlord's bank details.

#### Do I have to be within a certain distance of my internship to be able to secure a tenancy and claim for accommodation?

Yes, you should be living locally to your regional office or within zones 1 and 2 if based in London in order to claim for accommodation.

#### Will you reimburse the deposit or administration fee charged by my landlord?

Christian Aid will reimburse administration fees, as long as they are detailed on the tenancy agreement, and as long as the total for the administration fees is not unreasonable. Christian Aid will pay for the deposit.

#### Can I claim rental expenses for living with relatives while on my internship?

No, you cannot claim rental expenses for living with relatives. We cannot pay accommodation costs for a partner/spouse.

#### Can I claim rental expenses if I am sub-letting and do not have a tenancy agreement?

You can claim rental expenses if you are subletting. However,

Christian Aid does not encourage this, and advises you to seek a commercial rental agreement wherever possible. If you have to sublet, you will still need to provide signed confirmation (by you and the person from whom you are subletting) of the cost of the rent and length of the sublet.

If you sublet, you will need to include the cost of utilities bills (gas, water, electricity) in the sublet agreement if you wish them to be covered by Christian Aid. Christian Aid will only pay utilities bills (gas, water, electricity) if they are in the name of the person holding the internship.

#### Will you reimburse my utilities bills if they are included in my rent?

Yes, Christian Aid will reimburse utilities bills where included in your rent, and we recommend that where possible you do get a tenancy agreement that includes bills.

#### Will you reimburse my utilities bills if they are not included in my rent?

We will reimburse utilities bills for gas, electricity and water only. Christian Aid will only pay utilities bills (gas, water, electricity) if they are in the name of the person holding the internship.

Christian Aid will not reimburse you for phone, internet or a TV license.

#### Can I claim for furniture hire if my accommodation is unfurnished?

No, Christian Aid advises volunteers to get furnished accommodation, and will not pay for furniture hire.

#### Can I claim for moving costs to and from my new accommodation?

No, Christian Aid will not pay for costs incurred for moving to and from your accommodation.

### Travel

#### Can I claim for local travel to work (for example, underground travel) as well as accommodation expenses?

Yes, you can claim reasonable travel expenses to work. This only includes public transport: buses, trains, the tube and trams. Christian Aid will not cover mileage, petrol costs, parking costs or taxi fares.

#### Can I claim for travel home during the internship period?

You can claim for one journey to the internship region to begin your internship (one way), and one journey back to your home at the end of the internship (one way). You can be reimbursed one other return journey to visit family. We recommend that this is at Christmas.

#### Can I claim for car parking expenses related to my accommodation?

No, you cannot claim for car parking expenses.

#### Can I claim for lunch expenses?

No, you cannot claim for lunch expenses.

#### Can I claim for taxi fares if public transport is not available to get to work?

No, you cannot claim for taxi fares.