

# **Honoraria and Expenses Policy – Patient and Public Involvement and Engagement Activities**



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## About this policy

The Expenses and Honoraria policy for Patient and Public Involvement and Engagement (PPIE) activities provides payment guidance to public members contributing to the work of HDR UK.

If you agree to participate in HDR UK PPIE activities, you will be invited to familiarise yourself with this policy to ensure the successful payment of related honoraria and reimbursement of expenses. Please note that choosing to participate in HDR UK PPIE activities does not create an employment relationship between you and HDR UK. In order for HDR UK to maintain transparency and objectivity, you must disclose any conflicts of interest, including whether you have connections or relationships with PPIE staff members that predate your participation in these activities. If you are unsure, please contact the PPIE team for advice. You have the right to withdraw from any PPIE activity at any point, though this may impact your honoraria payment.

## Eligibility criteria

Any member of the public over 18 is eligible to take part in PPIE activities and receive payments of related honoraria and reimbursement of expenses. With the term 'public', we refer to patients, potential patients, carers, and people who use health and social care services.

## Commitment to Equality Diversity and Inclusion

It is widely recognised that public contributors may face barriers to participate in PPIE activities, some of which can be addressed by ensuring our honoraria and expenses policy encourages fair payment and avoids bias or discrimination. Everyone's personal circumstances are different, and this policy cannot address all possible scenarios. However, we are committed to taking action to resolve any challenges you may experience. Please contact the PPIE team at [honoraria@hdrug.ac.uk](mailto:honoraria@hdrug.ac.uk) if you have any suggestions for improvement.

## Further information

Please contact the PPIE team at [honoraria@hdrug.ac.uk](mailto:honoraria@hdrug.ac.uk) if you have any questions about this policy or require assistance in submitting your honoraria and expenses.

## Honoraria

We offer honorarium payments as an acknowledgement of your contribution to the work of HDR UK. Any invitation to participate in PPIE activities will clearly state the eligibility for an honorarium. You retain the right to decline payment or ask for payment of a lower value at any time.

### Honoraria and Personal Finances

Everyone's personal circumstances are different. Accepting payment may have implications on your personal tax and / or any Benefit claims, as the payments may be treated as earnings. Unfortunately, HDR UK is not able to offer expert advice on how payments may affect you, as this is a complex area, and it would be difficult to cover everyone's individual circumstances. We strongly advise you to get expert advice about your own personal financial circumstances before accepting payment for involvement in our PPIE activities.

You are responsible for your own tax. HDR UK does not deduct tax at source and will not pay or reimburse personal tax costs or benefit claims. It is your choice whether or not to accept any payment from HDR UK for your participation in HDR UK PPIE activities.

### Rates for honoraria payment

HDR UK honoraria rates (see table below) are based on the 2022 National Institute for Health and Care Research [payment policy](#).

Rates	Details
£12.50	Contributing to an activity of less than 30 minutes. For example: <ul style="list-style-type: none"> <li>Reading and commenting on an abstract or short paragraphs.</li> </ul>
£25	Contributing to an activity of approximately 1 hour or less, including preparation if needed. For example: <ul style="list-style-type: none"> <li>Reviewing content for a strategy document or report of activities, sending comments via email.</li> <li>Participating in a 1-hour training session with no preparation needed.</li> <li>Participating in a 45 minute meeting, which requires 15 minutes preparation.</li> </ul>
£50	Contributing to an activity of approximately 2 hours. For example: <ul style="list-style-type: none"> <li>Participating in a 1 hour 30 minutes meeting or workshop, which requires 30 minutes of preparation.</li> </ul>

	<ul style="list-style-type: none"> <li>Participating in a 2-hour meeting without preparation needed.</li> </ul>
£75	Contributing to an activity which equates to approximately 4 hours. For example: <ul style="list-style-type: none"> <li>Participating in a 2-hour meeting, where 2 hours of preparation is needed.</li> <li>Delivering a talk in a 2-hour workshop, where 2 hours of preparation is needed.</li> </ul>
£150	Actively participating in an 8 hour activity. For example: <ul style="list-style-type: none"> <li>Being part of a short-listing or interviewing panel, contributing to scoring, and attending decision-making meetings, which together make up 8 hours.</li> <li>Participating in 6-hour meetings or events, involving 2 hours of preparation for delivering a presentation or chairing group discussions.</li> </ul>

## Changes to honoraria

If details of the activity change, you will be notified. If the activity is cancelled without reasonable notice - that is 48 hours for in-person and 24 hours for online activities - HDR UK will honour the honoraria. You retain the right to decline the payment or ask for a lower value.

## Payment of honoraria

The first time you agree to participate in HDR UK PPIE activities, you will be asked to provide your bank details and any other information we require to make payments to you. This information will be kept confidential and stored in a password-protected database in line with the General Data Protection Regulation.

You will also receive an invitation to register to the HDR UK's Continia system. This will grant you access to a portal where you can upload the honorarium receipts received for your contribution to the work of HDR UK. If you need assistance with registering on Continia, please contact the PPIE team.

You will be provided with a Continia step-by-step guide and will be offered drop-in sessions to ensure you become familiar with the process. Should there be any issues with claiming honoraria through Continia, please contact the PPIE team, and they will provide assistance.

All claims submitted through Continia will be reviewed, and payment will be made as soon as possible following final approval by the PPIE team. HDR UK makes payments through bank

transfer. Under normal circumstances, from submission to payment, the process takes no longer than three weeks, but this timeframe might vary if registration is necessary.

The process for declining honoraria entails informing the PPIE team and not uploading the honorarium receipts to the portal.

## Expenses

You may be eligible for the reimbursement of expenses where this is explicitly stated on the invitation and where expenses are in line with the policy below.

Any reimbursements will be made through Continia (see section 'Payment of honoraria' for more information) once appropriate evidence has been provided and approved by the PPIE team. Any expenses incurred in a currency other than in Great Britain Pounds (GBP) will be reimbursed at the exchange rate as at the date of the claim calculated by HDR UK.

HDR UK does not pay expenses in advance unless exceptional circumstances apply. This will be reviewed on a case-by-case basis and will require PPIE team approval.

The policy below covers the most common expense scenarios. If there are any circumstances not covered below or you have any questions, please contact the PPIE team for advice before you spend any money.

## Travel

When planning your journey, you should make the cheapest/value for money travel arrangements, using public transport, unless this is unavailable or inaccessible. HDR UK are not responsible for booking your travel unless exceptional circumstances apply. This will be reviewed on a case-by-case basis and will require PPIE team approval.

- **Rail and Underground**

- Please ensure you buy the cheapest rail ticket available for your journey. This may mean booking specific trains rather than open returns.
- The specific cost of journeys paid for by prepaid cards will be reimbursed, but not the total amounts loaded to a prepaid travel card, such as Oyster cards.
- We will only cover the cost of Standard Class travel. We understand that, on occasion, first class can be more cost-effective. If this is the case, you will need to demonstrate this when claiming your expense. Failure to do so will result in delays in processing your claim and may result in only part-payment of your expenses.
- HDR UK will not reimburse missed travel connections, or any additional costs caused by missing pre-arranged or pre-booked travel unless exceptional circumstances apply. This will be reviewed on a case-by-case basis and will require PPIE Team approval.

- **Taxi**

- Approval in advance by the PPIE team is required for the use of taxis.
- You should use taxis only if it is essential, such as, if you are carrying a heavy luggage and/or have limited mobility. Justification will be required for advance approval by the PPIE team.

- **Private Vehicles**

- We will reimburse those who use their own vehicle at pence per mile according to the following rates:

Vehicle type	Reimbursement value
Car	45p per mile
Motorcycle	24p per mile
Bicycle	20p per mile

- Reasonable parking costs may be claimed.
- Individuals are responsible for parking fines, fixed fees, penalties, or fines for motoring offences. HDR UK will not reimburse any of these fees, fines, or penalties.
- Any insurance excess payable arising from a claim whilst travelling to or from PPIE activities for HDR UK must be met by the individual personally and will not be reimbursed by HDR UK.

- **Flights**

- Occasionally flights may be considered an appropriate means of travel to PPIE activities. This can help ensure that patients and the public contributing to the work of HDR UK are representatives of the UK population.
- Prior approval from the PPIE team is required for flights.
- Only Economy class flights will be considered for reimbursement.

- **Extending a Trip**

- If you extend your trip beyond the requirements of your contribution, you must pay any additional costs incurred.
- Extending a trip may have personal tax implications, which are your responsibility. HDR UK does not pay or reimburse personal tax costs.

## **Accommodation and Meals**

Reimbursement of accommodation and meal costs requires prior approval from the PPIE team and must be in line with the following:

- **Accommodation**

- We will reimburse your accommodation according to the following rates:

Location	Rate
London	£200+VAT
Outside London	£150 + VAT

- Please notify the PPIE team of any difficulties sourcing suitable accommodation within these limits.
- You will be responsible for any additional charges (e.g., leisure facilities, private telephone calls, newspapers etc). Additional costs will not be reimbursed by HDR UK.

- **Staying with Friends or Relatives**

- If you opt to stay with friends or relatives, you cannot claim for accommodation or meals provided by them.
- HDR UK will not pay or reimburse for entertainment or gifts.

- **Meals**

- We will reimburse your meals according to the following conditions:

Meal	Conditions	Amount
Breakfast	<ul style="list-style-type: none"> <li>• Only if an overnight stay is required</li> <li>• Only if breakfast is not already included in the accommodation</li> <li>• Requires receipt as evidence</li> </ul>	Max £10, including VAT and service charge
Lunch	<ul style="list-style-type: none"> <li>• Only if lunch is not provided by HDR UK at the event / meeting</li> <li>• Requires receipt as evidence</li> </ul>	Max £15, including VAT and service charge
Dinner	<ul style="list-style-type: none"> <li>• Only if travelling late (after 7pm)</li> <li>• Requires receipt as evidence</li> </ul>	Max £30, including VAT and service charge

- Please ensure you submit all meal receipts alongside your expenses request, along with details of your travel times. HDR UK will not be able to reimburse your subsistence claim without a valid and dated receipt.

## Additional expenses

Participating in PPIE may result in additional expenses such as carer and childcare costs. Any reimbursement of additional expenses requires advance approval from the PPIE team.

Please discuss these potential expenses with the PPIE team prior to incurring them as only those with prior approval will be reimbursed.

- **Carer costs**

- If you need a carer to accompany you to PPIE activities, HDR UK will cover their travel and subsistence in line with the rates above.
- If you are a carer for someone else, HDR UK will cover the cost of an alternative carer for the duration for PPIE activity.

- **Childcare costs**

- If you need childcare provision, HDR UK will cover the cost of childcare for the duration for PPIE activity.

Please ensure you retain and submit receipts for any additional costs alongside your expenses request, providing details and evidence of prior approval, such as an email confirmation. HDR UK will not be able to reimburse your claim without a receipt or prior approval.

