



## **NHSBT Patient and Public Advisory Group Member Expenses Reimbursement Policy for research related tasks.**

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## 1. Introduction

This document outlines the guidelines for the reimbursement of expenses incurred by members of the Patient and Public Advisory group when contributing to research related tasks.

As a member of this PPAG, your expenses will be covered by the research team when you are asked to undertake a specific task, such as attending an Advisory Group meeting or reviewing research documents.

Reasonable expenses associated with your involvement will be reimbursed; such expenses include:

- the costs of travelling to a meeting organised by the R&D Office for NHSBT PPAG related events or;
- research specific tasks (please note this will be paid by the research project team).

### **This document tells you:**

- when members of the PPAG will have their expenses covered or reimbursed;
- what NHSBT regards as reasonable expenses;
- how expenses can be paid directly by NHSBT or through reimbursements;
- what to expect from NHSBT when claiming;
- how long you can expect to wait for expenses to be reimbursed;
- what to do if there is a problem.

**Further information is also included in the appendices**

## 2. Who does this policy apply to?

This policy applies to all PPAG members who meet all of the following criteria:

- are a member of the public who is registered in NHSBT PPAG;
- have been asked by NHSBT R&D and/or its researchers to provide a public perspective on research projects.

## 3. Covering your expenses

Expenses that are reasonable and necessary will usually be covered (see section 3.1 below) by being reimbursed (with receipts). We offer to:

- reimburse you for out of pocket expenditure that you have already incurred (for example, by your claiming back money that you have paid out because of involvement in a research

related event or activity). If you wish to have your expenses reimbursed you will also need to provide original receipts for everything that you have paid for;

If you are in any doubt about whether you are entitled to have your expenses reimbursed by NHSBT or the research team, please check with a member of staff before spending any money. We reserve the right to refuse to reimburse you for any unreasonable expenses claims

### 3.1 Expenses the R&D Office / Research team will cover

#### Travel costs

- Public transport: bus, underground, and trains at standard class or cheaper day rates;

### 3.2 Expenses the R&D Office / Research team may cover (subject to conditions)

#### Travel costs

- While we usually expect you to travel by the most cost-effective mode of transport, where there is a justified reason, mileage will be paid at the rate of 45p per mile if you use your own car where absolutely necessary will be reimbursed;
- Car parking fees may be claimed where these are unavoidable, and where using your own car is absolutely necessary (see above). Parking or speeding fines do not qualify for reimbursement;
- Taxis where the circumstances justify the costs incurred;
- For any other transport arrangements, you will need to obtain prior agreement from the R&D Office or researcher.

#### Accommodation

Meetings will be booked at times that avoid any overnight stays. In exceptional circumstances, where an overnight stay is unavoidable, expenses may be reimbursed (please discuss with Research team before booking).

If you choose to stay with a relative or friend either before or after a meeting, we are not able to cover any of their costs.

#### Meals and other refreshments

For meetings and events run by the R&D Office we will usually provide meals, snacks and other refreshments.

Where meals and other refreshments are not provided by the Research project teams, please retain receipts in order for you to include them in your expenses claim. These expenses may include:

- meal and refreshments when away more than 5 miles from home on PPAG business for more than 3 hours over a recognised meal time (including over meal times while travelling).

Costs for alcoholic drinks will not be reimbursed.

### **3.3 How the R&D Office cover your expenses (claims for research specific tasks must be discussed and agreed with the researchers)**

Reimbursed expenses are paid into a UK bank or building society account.

If you wish to pay for the expenses yourself and be reimbursed after the event, please complete and submit the Expense claim form (this will be sent automatically when you agree to support a research team). Claims will be forwarded to the research team to be paid within 20 working days of receipt. Claims are paid by an electronic transfer system directly into your account. Please ensure you keep a copy of any receipts.

Please note, claims that are made without receipts will not be paid.

In most cases, we will aim to process a claim within 20 working days, however, this may take longer on some occasions.

### **4. What if there is a problem?**

In all cases, if there is a problem, such as a delay in receiving reimbursed expenses, or the amount you receive is incorrect, you should contact the R&D Office team by email at [PPAG.Research@nhsbt.nhs.uk](mailto:PPAG.Research@nhsbt.nhs.uk)

## Appendix A: Brief Jargon Buster

### BACS

BACS (originally an acronym for Bankers' Automated Clearing Services) is a United Kingdom scheme for the electronic processing of financial transactions. BACS payments take three working days to clear - they are entered into the system on the first day, processed on the second day, and cleared on the third day.

### Covering expenses

When we talk about covering expenses NHSBT will give you back (reimburse) the money you have spent.

### Member of the public

By member of the public, we mean patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services.

### Out of pocket expenses / expenditure

The term out of pocket expenses refers to expenditure that is required to enable you to take part in an event or activity. At NHSBT this includes travel costs, meals and refreshments.

### Reimburse / reimbursement

Money that is given back to you because you spent it in order to take part in an activity. For example, paying back your travel fares for going to a meeting.

If you would like to know more about what we do, please contact us:

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<sup>i</sup> <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>