

NIHR Policy Research Unit in the Economics of Health Systems and the Interface with Social Care: ESHCRU II

PPI Payment and expenses policy (last updated 29 April 2021)

Payments

Payment will be made for attendance and for expenses to attend advisory group meetings.

- The project co-ordinator will arrange payments and book travel if desired.
- Payment of £150 is offered to members of the public for preparation and participation in advisory group meetings (paid after the meeting). This is applicable to people not working in the public sector and whose time would not otherwise be paid for.
- Public contributors have the right to decline the offer of payment or ask for a lower amount.
- Whenever possible, expenses will be paid separately to any other payments for your time.
- We will reimburse travel expenses (2nd class rail or equivalent) and consumables for meeting attendance.
- If needed, we can also reimburse carer costs or pay the person directly. We would discuss this with you in advance.
- If needed, we may be able to arrange overnight accommodation for you. If you choose to stay with a relative or friend we are not able to offer to cover any of their costs.
- Where public contributors participate in meetings remotely from their home, we will pay an allowance of £5 per meeting to cover the cost of telephone calls, paper, printing ink and internet connection.

In addition to preparing for and attending meetings, we may offer you an opportunity to be involved in other activities. Rates for any additional activities will be agreed in advance. Approximate rates are:

- Short pieces of work which require little preparation or follow-up, such as a telephone meeting or reviewing short documents; approx 1-2 hours: £25.00.
- Reviewing short documents, up to approx 50 pages: £50.
- Reviewing e.g. grant applications/mid-length reports (50-100 pages): £150.
- Reviewing large reports/documents, (over 200 pages): £200.

Covering your expenses

The project co-ordinator will book travel and overnight accommodation if required. The following travel costs can also be covered if a valid receipt is submitted:

Expenses we will cover

- **Public transport:** we encourage the use of public transport where possible for your journey. Bus, underground, and trains at standard class or cheaper day rates.
- **Your own car**, where absolutely necessary. While we usually expect you to travel by the most economic method practical, mileage allowance for car users will be covered where absolutely necessary at a rate of 45 pence per mile for a maximum 100 mile round trip. For business journeys by car that exceed 100 miles (round trip, returning same day), it is usually cheaper to hire a car from an approved supplier.
- **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 project co-ordinator.

If you wish to use your own car to attend Advisory Group meetings or events, you should discuss these arrangements with the project co-ordinator before the event to ensure any subsequent mileage claims will be approved.

Meals and other refreshments

For meetings and events, we will usually provide meals, snacks and other refreshments. If you need additional refreshments these costs will be reimbursed as long as they are reasonable and you provide originals of all receipts.

How we will pay you

- The way we pay you will partly depend on University of York policies, and these may change from time to time. Whenever possible, we will pay your expenses separately from payments for your time.
- The project co-ordinator will provide an **expenses form** and you will be asked to complete this and return it with accompanying original receipts to the project co-ordinator.
- The project co-ordinator will administer **payments for your time** and will keep you informed.

You will provide your bank or building society details. Claims are paid by an electronic transfer system (called BACS) directly into your account by the University of York. Payment is usually made within 3 to 4 weeks of submitting the claim.

Tax and National Insurance

Any payment made to you for your time is treated as part of your overall income and you are personally responsible for any income tax or National Insurance contribution liability. We do not currently deduct tax or National Insurance contributions from these payments.

If your annual taxable **income** appears to exceed your annual tax-free personal allowance, you should contact your local HM Revenue and Customs office. They will advise you and may send you a **tax return form** if tax is due.

We cannot offer you advice on tax or National Insurance issues. If in doubt, you should contact your local HM Revenue and Customs (HMRC) Office. Information about dealing with HMRC and the details of local offices are available on the [Gov.uk website](https://www.gov.uk).

Advice for people receiving state benefits

If you are receiving state benefits, there may be certain conditions that you need to stick to and the amount of fees you can receive may be restricted. It is important that you are aware of these restrictions before you agree to be paid for involvement.

The Benefits Advice Service is coordinated by the Bedford Citizens Advice Bureau and offers free, confidential and personalised advice and support to those in receipt of state benefits while undertaking paid involvement activities with ESHCRU II.

For more information on how to access this service, please contact the NIHR Centre for Engagement and Dissemination by emailing ced@nihr.ac.uk.

In general, you should always let the relevant benefits office know if you are receiving benefits and are going to get involved in paid (and sometimes, unpaid) activity. The Benefits Advice Service can advise on when and how to inform the relevant benefits offices, but usually this is best done as early as possible.

Contact details

This payment policy has been developed in line with NIHR guidance. For more information please visit the [NIHR website](https://www.nihr.ac.uk).

If you have any queries in relation to this role, please contact:

- Project co-ordinator, Louise Campbell (che-eshcru@york.ac.uk) 01904 325873 or
- Director, Anne Mason (anne.mason@york.ac.uk) 01904 321432.