

PPIE Reimbursement Policy

This document sets out the procedure for reimbursing members of the public and patients for their involvement and engagement in lifETIME CDT activities.

We want to ensure that cost is not a factor in participation to achieve a broad reach, we will therefore contribute towards the (reasonable) expenses that members of the public or patients might incur. All members of the public or patients also have the option to be reimbursed for their time.

By the public we mean, the public, patients, service users, and carers.

If you have any additional costs not detailed in this policy, please contact us at lifetime-cdt@glasgow.ac.uk. Please also contact us by email if you would like us to arrange and pay for any travel/accommodation in advance.

We will reimburse the following:

The following costs should be paid for by attendees and claimed back via the expense process, detailed below. Unless a request has been made for travel and accommodation to be arranged and paid for in advance by the lifETIME CDT:

1. Travel

Travel from your home to the event venue and return, up to the value of £250*. As well as travel between the main event venue and any additional venues/accommodation.

2. Accommodation

Accommodation and breakfast for you at or near the event venue, on the evening before and/or on the days of the event, as required, up to the value of £150* per night.

3. Subsistence

Subsistence costs while traveling from your home to the event venue and return, up to the value of £40*.

4. Time

All members of the public and patients have the option to be reimbursed for their time following the NIHR guidelines. Reimbursed can be in the form of payment into your bank account or as a love2shop gift voucher which can be spent in the following [stores](#). Below details the

- £10.00 - For involvement in an online meeting which equates to an hour or less. For example, PPIE committee meetings.
- £12.50 - For involvement in a task or activity such as reading and commenting on an abstract which equates to less than half an hour. For example, reviewing papers for the development of Alerts.
- £25 - For involvement in a task or activity requiring little or no preparation which equates to approximately one hour of activity or less. For example, participating in a focus group to provide feedback on a proposal.

*Please contact lifetime-cdt@glasgow.ac.uk if your costs will exceed the monetary value stated.

- £50 - For involvement in a task or activity likely to require some preparation which equates to approximately two hours of activity. For example, a teleconference with related papers to read or review a few short documents.
- £75 - For involvement in a task or activity where preparation is required, and which equates to approximately half a day's activity. For example, participating in a meeting to interview a small number of candidates who have applied to join a committee or panel, participating in a focus group, or delivering training.
- £150 - For involvement in all-day meetings. For example, attending a committee or panel meeting as an observer prior to becoming an active public member of a committee/panel.
- £300 - For involvement in all-day meetings that require substantial preparation. For example, when chairing or co-chairing a meeting or when carrying out other discretionary work, which requires additional responsibilities.

Expense Claim Process

Please email lifetime-cdt@glasgow.ac.uk with the following information:

- Your full name and address
- A screenshot of your bank statement that shows the bank logo detailing your account number/sort code. Please note we do not need to see any monetary statement values or transactions.
- Receipts for travel/accommodation/subsistence.
- Confirmation that you wish to be reimbursed for your time.
- If claiming mileage, please send the postcode for the location you travelled from.

*Please contact lifetime-cdt@glasgow.ac.uk if your costs will exceed the monetary value stated.