

Cancer Research UK Clinical Trials Unit (CRCTU) Patient and Public Involvement and Engagement (PPIE) Payment Policy

Introduction

The CRCTU recognises that patients, their carers/families, and members of the public (collectively referred to as “patient advocates”) are vital in helping to ensure that our research remains relevant and focussed on the communities that we serve. This policy sets out guidance for remuneration for PPIE work carried out by patient advocates at the CRCTU and includes payment in recognition of the time spent on PPIE activities as well as reimbursement for reasonable travel expenses to attend in-person meetings.

This document is written to be compliant with the University of Birmingham Expenses Policy and guidance on paying for PPIE activities from Cancer Research UK (CRUK), with which the CRCTU is required to comply (<https://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/costs-guidance>). Where a research project is not funded by CRUK, other rates may apply and this will be clearly detailed in the relevant role profile.

Where a parent/carers is required to attend a meeting with a patient advocate, their expenses will also be paid as per this policy, in addition to the patient advocate’s expenses.

This policy outlines:

- When members will have expenses reimbursed
- What expenses can be reimbursed
- How claims for expenses can be made
- How long you can expect to wait for payment that is due to you or for expenses to be reimbursed
- What to do if there is a problem
- Your responsibilities in paying tax and national insurance, and what the University of Birmingham will do
- Your responsibilities if you are receiving state benefits

Meetings and Honorarium

Meetings will be held either in person or virtually via Teams/Zoom.

Honorariums are offered to patient advocates for their time, as detailed in the relevant role profile.

Patient advocates can decline payment or receive payment at a lower rate if they wish.

Travel Expenses

Reasonable travel expenses to attend in-person meetings will be reimbursed according to the University of Birmingham Expenses Policy.

Should train tickets be required, these can be purchased in advance by the CRCTU on behalf of members. If this is not feasible, or another form of public transport is used, a scan or photograph of the ticket can be submitted along with the expenses claim form. All travel should be in standard/economy class.

Taxis may be considered (with prior agreement) if alternative methods of transport are impractical due to location, pregnancy, disability, illness or injury, lack of alternatives or similar, or where travelling a short distance before 7am or after 7pm.

If traveling by car, reimbursement is as follows:

Expense Type	Conditions	Maximum reimbursement
Mileage - car	Up to 10,000 per tax year	45p per mile
	Above 10,000	25p per mile
Mileage – motorbike	All miles	24p per mile
Mileage - bicycle	All miles	20p per mile

Parking charges can be reimbursed. If a receipt is not received, please state the reason on the expense claim form and record the amount paid.

Toll charges can be claimed. The name of the toll bridge or road should be included on the expenses claim form.

City congestion charges can be claimed with appropriate evidence of the charge.

Prior to attending meetings, the CRCTU Business Support Team can advise on parking locations at the university and can provide a visitor pass if required. Contact the CRCTU Business Manager via the Business Support Team email address (crctuadminsupport@contacts.bham.ac.uk).

Subsistence

If travelling over mealtimes for CRCTU PPIE activities, the following should be used as guidance:

Expense Type	Maximum reimbursement
Subsistence – Breakfast*	£15 (including VAT and service)
Subsistence - Lunch	£15 (including VAT and service)
Subsistence – Dinner*	£50 (including VAT and service)

*normally only permissible with an overnight stay

Other expenses

Any expenses in addition to the above (e.g. accommodation, car hire), must be approved in advance by both the patient advocate and the CRCTU before a commitment is made.

Attendance at conferences or external events will require discussion and financial approval in advance.

Claiming expenses

Claims should be submitted as soon as possible after they are incurred using the University of Birmingham non-staff expenses form (a copy of the current version will be provided upon request). Please be aware that the university may decline to pay claims for expenses submitted more than 3 months after they were incurred.

The expenses form should be completed electronically. Please complete the personal information and bank account details, and list the individual expense items in the research project section. The CRCTU will complete the project number, task number, expenditure type and organisation.

Claims should be sent to the Business Support team at crctuadminsupport@contacts.bham.ac.uk, along with any supporting evidence.

Claims will be paid within 30 days of receipt. If there is a problem with payment, please contact the CRCTU Business Manager via the Business Support Team email address (crctuadminsupport@contacts.bham.ac.uk). If escalation is required, notify the Deputy Director of Operations, Sonia Fox (s.fox.2@bham.ac.uk).

Tax implications

Patient advocates are providing independent advice and are not considered employees of the University of Birmingham. Therefore, no tax will be deducted from payments made at source. However, members as individuals are responsible for their own tax affairs and ensuring that they are paying the appropriate level of tax and National Insurance. People who are registered self-employed, or have taxable income from another source which deducts tax, should declare payments for involvement as required by HM Revenue and Customs (HMRC). Further guidance can be found on the National Institute for Health and Care Research (NIHR) website (<https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372>).

Staff at the CRCTU cannot offer advice on tax or National Insurance issues. If in doubt, contact your local HMRC Office. Information about dealing with HMRC and the details of local offices are available on the Gov.uk website.

Receipt of government benefits

It is important to be aware that benefits can be affected if payment for involvement in research is made. If you are receiving benefits, you may be required to notify Jobcentre Plus

of any paid or voluntary activity. You may also need permission to undertake any paid activity. If required, the CRCTU can provide a letter to Jobcentre Plus which will explain PPIE activity and why it is different to paid work.

CRCTU staff are unable to offer advice on how payment may affect state benefits.

Further information can be found here:

- Citizens Advice Bureau - <https://www.citizensadvice.org.uk/benefits/>
- NIHR - <https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#section-9--more-information-on-welfare-benefits-regulations>