

Participation payment policy

Participation payments for members of the public involved as volunteer partners in research include an acknowledgement payment for the time spent as well as any expenses incurred.

Participation payments: we usually make payments for compensation of time as below.

Casual meeting up to one hour. <i>(this type of meeting will not require any preparatory work)</i>	£27.50
Formal meeting up to 2 hours <i>(this type of work may require a small amount of preparation work)</i>	£35
Formal meeting up to half day <i>(this type of meeting may require a small amount of preparation work)</i>	£55
Formal meeting full day <i>(this type of meeting may require a small amount of preparation work)</i>	£165
Formal meeting up to half day with significant preparatory work <i>(this type of meeting will require a significant amount of preparation work either before or after the meeting)</i>	£82.50
Formal meeting full day with significant preparatory work <i>(this type of meeting will require a significant amount of preparation work either before or after the meeting)</i>	£330
Commenting on a short document e.g. Lay Summary	£13.80
Commenting on a long document e.g. Grant Application	£25
Additional payment for online meetings <i>(to cover data usage and printing for online meetings)</i>	£5

Expenses: include travel and subsistence and may include childcare but always check this with the team before making any arrangements.

Travel: Mileage will be calculated by the most direct route. No receipt is needed to claim journeys taken in your own vehicle.

Car Journeys	45p per mile (first 100 miles) 25p per miles (over 100 miles on same journey) 5p per mile (car sharing)
Motorcycle Journeys	24p per mile (first 100 miles) 9p per mile (over 100 miles on same journey)
Bicycle Journeys	20p per mile
Bus/Train/Taxi journeys	Tickets need to be produced for reimbursement and in a timely manner, ensuring the route and or cost are legible and 1 st class travel is not permitted unless agreed beforehand with the team.

Childcare should always be agreed by the involvement team in advance. It can only be reimbursed if you can provide a receipt from a registered childcare provider. Receipts must be dated for the day of the meeting only. Always contact the team before the meeting since we will only reimburse childcare that was agreed and approved before the meeting.

Enablers for someone who has an official ‘personal budget’ and who use enablers to participate in meeting can only be reimbursed if you provide a receipt from a registered provider. Please contact the team if you are unsure about whether your enabler will be reimbursed. We will only reimburse for enabler’s costs if agreed in advance of the meeting.

Subsistence Rates

Claims for subsistence, including hotel stays, should always be agreed by the team in advance of travel for each meeting.

Reimbursement for breakfast is available if you are required to leave home before 0730am.
Evening meal reimbursement is available if you are required to arrive home after 2030.
Receipts must be provided for all subsistence claims.

Rates

Breakfast	Lunch	Evening Meal	Bed & Breakfast
£10.00	£10.00	£20.00	£130.00 Outside London
			£220.00 Within London

There are some instances where we would not pay an acknowledgement payment or travel expenses and these are listed below.

Activity	Participant payment	Travel/subsistence	Fees
Internal training	Not offered	Reimbursed	Free
University of Exeter Medical School seminars	Not offered	Not normally reimbursed	Free
External Training	Not offered	Not normally reimbursed	Not normally paid
University of Exeter conferences	Only offered if presenting on behalf group	Reimbursed	Costs paid
External conference	Only offered if presenting on behalf of group	Only reimbursed if representing group	Only paid if representing group

If you have any questions about this policy or wish to get further information, please contact the PPIE team at involvement@exeter.ac.uk