



## Q Lab expenses policy

Eligibility to claim expenses must be agreed between the Lab participant and Q Lab team in advance of the event and of any booking being made or expense incurred. All expense claims should be submitted using the standard expense claim form, within three months.

All expenses must be claimed in line with the general Health Foundation expense policy.

### **Definition of Patient and Public Voice Partners (PPV)**

While all members of the Q community may be users of health and social care services at some point in time, we believe there is a distinction to be made between the perspectives of members who are patient leaders and that of those with a professional role in health and social care services.

Q defines a patient leader-member as those describing their primary role in Q to be that of a patient, potential patient, carer, or person who uses health and social care services. Patient leaders in Q contribute to the community by sharing their expertise and experience of different approaches to improvement as well as the lived experience of patients/carers/service users.

### **Travel expenses**

The Q Lab will cover travel expenses for PPV representatives to attend Lab workshops. Typically, the Q Lab cannot cover travel expenses for other Lab participants to attend as this cost should be covered by the employer. If you are from a small charity or organisation and they are unable to cover your travel expenses, please [get in touch](#). This will be reviewed on a case by case basis.

### **Day rates for attending meetings and events**

There are circumstances where the Q Lab will pay day rates to PPV members for their time and involvement. The full-day rate is £150 and a half-day rate is £75. Eligibility will be communicated by the Lab team on an event-by-event basis. Individuals should have claims pre-approved by a member of the Q Lab team in advance of submitting a claim. Claims should be submitted using the PPV day rate claim form.

### **Links to expenses policy and documents**

- [The Health Foundation External Expense Policy](#)
- [PPV day rate form](#)
- [Expense claim form](#)

Please contact the Q Lab team for any additional required guidance at [QLab@health.org.uk](mailto:QLab@health.org.uk)