



Q Expenses Policy

All Q events are free for members to attend. Given the size of the Q community, we are unable to cover individual associated costs to attend events. However, in situations where members are providing support for co-design or co-delivery, Q will cover the 'out-of-pocket' expenses for members and partners. It will be clearly communicated in the event invitation if expenses are recoupable.

Expenses must be claimed in line with the general Health Foundation expense policy. Any expenses must be agreed between the member and Q in advance of the activity, any booking being made or expense occurred. All expense claims should be submitted using the standard expense claim form and submitted within three months.

Patient and Public Voice Partners (PPV)

We recognise the financial barriers that may make it difficult for patient and public voice members to take time out for Q. Therefore, Q will reimburse the 'out-of-pocket' expenses of PPV members in some situations.

Typically, Q will cover expenses for PPV representatives to attend the UK-wide Q community event. For personal developmental activities, such as Q site visits and adhoc skills-based workshops, expenses are not covered.

It should be assumed that PPV expenses will **not** be covered unless communicated in the event invitation.

There may also be circumstances where Q will pay day rates to PPV members who act in a collaborative advisory capacity for Q development initiatives. The full-day rate is £150 and a half-day rate is £75. Eligibility in this respect will be communicated by the Q team on an event by event basis and individuals should have claims pre-approved by a member of the Q team in advance of submitting a claim. Claims should be submitted using the PPV day rate claim form.

Definition of 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.

Useful links and documents

- [The Health Foundation External Expense Policy](#)
- [PPV/assessor/participant payment form](#)
- [Expense Claim form](#)
- [Q Lab Expenses policy](#)

Please contact the Q team for any additional required guidance at q@health.org.uk