



Q Expenses Policy

For all members

All Q events and programmes (such as Q Lab UK) are free for members to participate in. Given the size of the Q community, we are only able to reimburse Patient and Public Voice representatives.

We want to reduce the financial barriers that may make it difficult for Patient and Public Voice (PPV) representatives to take time out for Q. Q will therefore reimburse 'out-of-pocket' expenses and/or make a payment to PPV representatives in the circumstances set out below.

We can cover expenses and make payments in these circumstances:

- Where you are representing patients or the public, as a **Patient and Public Voice representative (PPV)** (see definition below). Q will cover expenses for PPV representatives to attend Q activities, online or in person. This will be clearly communicated by the Q team, but do also check with them which expenses will be covered for an activity before you make any payments.
- Q will pay day rates to PPV representatives who advise us about Q initiatives. or if you are **co-designing** or **co-delivering** an event or other activity. We will let you know what payment you will get and will support you to claim it (see 'How to claim expenses and payment' below).
- Where members are working with the Q team to **co-design** or **co-deliver** an event or programme, Q will cover the 'out-of-pocket' expenses, for example travel, subsistence and accommodation. We will let you know what expenses can be re-imbursed and support you to claim them (see 'How to claim expenses and payment' below).

Definition of PPV for this policy

Patient Public Voice members in Q make a vital contribution to the community by sharing their expertise and experience of different approaches to improvement, as well as their lived experience as a patient, carer, relative and/or service user.

All members of the Q community are likely to use health and social care services. The differentiation we make for the purposes of claiming expenses or payment, is between members who have a salaried role in health or social care services, and members who do not, and who are part of Q to represent the patient and public perspective.

For this policy, Q defines a Patient Public Voice representative as someone who describes their primary role in Q as being: a patient; a potential patient; a carer; or the relatives of patients or people who use health and social care services.

How to claim expenses and payment

- 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, and of any booking being made or expense incurred. All expense claims should be submitted using the standard external expense claim form and submitted within three months. The form will be shared with you by a member of the Q team
- Day rates will be agreed with you in advance. Please use the Assessors and participant payment form, which will be shared with you by a member of the Q team, to claim the agreed day rate.
- Please give the completed forms to the Q team member you have been in contact with or send it to Q@health.org.uk and we will process it.

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