



Inflammation, Microbiome & Alimentation  Gastro-Intestinal & Neuropsychiatric Effects

## FINANCIAL COMPENSATION POLICY for PATIENT REPRESENTATIVES

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### INTRODUCTION

The IMAGINE Network provides financial compensation to acknowledge the valued contributions of its Patient Representatives. By offering compensation, we also seek to (a) reduce power hierarchies caused by the fact that others at the table receive a salary related to their role and (b) ensure that Patient Representatives who cannot afford to volunteer their time are able to participate in network activities.

### POLICY

#### Eligibility:

All patients serving as Patient Representatives on a governance committee or scientific working group can receive compensation for their contributions to the Network. As outlined by the Canadian Institutes of Health Research (CIHR), the term 'patient' under the Strategy for Patient-Oriented Research (SPOR) is understood to include individuals with personal experience of a health issue and informal caregivers, including family and friends.

#### Amount:

**The IMAGINE Network will compensate its Patient Representatives \$200 per day, \$100 per half day and \$25 per hour.**

Compensation is provided only at the request of Patient Representatives for whom it would be difficult to enact this role without compensation. If compensation is declined, the funds will be used by the IMAGINE Network for other activities undertaken by the network, including research projects.

The following table breaks down the different compensation rates for the various roles of Patient Representatives, as well as the different eligible expenses.

**Table 1: Eligible expenses and compensation rates for Patient Representatives of the Network**

	ACTIVITY	DESCRIPTION	\$\$\$	half-day <sup>2</sup>	full-day <sup>3</sup>
ELIGIBLE EXPENSES	Travel	Travel costs for any involvement are covered. This includes economy class airfare, train fare, bus fare or mileage. Taxi fares are reimbursed for short distances. Car travel: \$0.55 per kilometer.	Reimbursement or covered directly <sup>1</sup>	n/a	n/a
	Overnight accommodation	The Patient partner may need overnight accommodation (hotel, motel, bed & breakfast, lodge or other) if travelling some distance to take part in an involvement activity such as training or meetings.	Reimbursement or covered directly <sup>1</sup>	n/a	n/a
	Subsistence	Subsistence costs are for time spent away from home. A per diem meal allowance may be claimed in lieu of actual costs \$85.35/day (\$19.10/breakfast, \$18.90/lunch, \$47.35/dinner) in Canadian dollars for travel in Canada, or, U.S. dollars for travel outside Canada.	Reimbursement or covered directly <sup>1</sup>	n/a	n/a
COMPENSATION	Training and learning	The Patient partner attends a training event (conference, online training course, etc.).	\$25/hr	\$100	\$200
	Consultant, Collaborator,	The Patient partner offers his/her opinion, advice or feedback, provides specific expertise, works to improve a particular component of the Network, participates as a member of the research team and takes joint decisions with research projects leads, or plays a strategic role in the Network's governance.	\$25/hr	\$100	\$200

<sup>1</sup> The travel costs will be reimbursed or covered directly, for example by booking tickets via a travel agency.

<sup>2</sup> Half-day compensation at 4 hours.

<sup>3</sup> Full-day compensation starts at 7 hours

## **PROCEDURES**

It is important that before each involvement that the number of hours of collaboration expected, the role and responsibilities of the Patient Representatives be clearly defined.

Patient Representatives must submit their estimated hours to work on a project to the Executive Director in advance for approval. Patient Representatives will

keep track of actual time spent in order to ensure that time estimates are Representative to notify the Executive. If there are insufficient funds available to compensate Patient Representatives, it is up to the Patient Representative to decide whether to stop or continue collaboration.

Receiving compensation:

Whether attending a training event, conference, meeting or consulting with a research team, claims for compensation should be made following the steps below:

1. Submit the following documentation:
  - Conference/meeting agenda, training course registration confirmation etc. (something that shows the purpose of expenses)
  - Itemized receipts for meals/taxis (not just cardholder copy); must show what you actually purchased and the mode of payment. If you lose your receipt or only have a cardholder copy, you must fill out a “Missing Receipt Authorization Form”
  - Proof of travel (all boarding pass, train tickets, bus tickets) along with electronic confirmation/itinerary/receipt (must have price and mode of payment). If you lose your ticket/boarding pass, you will need to fill out a “Missing Receipt Authorization Form”
  - Hotel bill with zero balance and proof of payment (any additional charges to the room (i.e. meals), must be accompanied by itemized receipts)
2. Missing Receipt Authorization Forms can be obtained here:  
<http://www.mcmaster.ca/bms/forms/Missing%20Receipt%20Authorization.pdf>
3. Once we receive and approve all of your documentation, you will be sent a Reimbursement Form confirming all of the expenses that you are claiming. Please sign and send it back to us to submit to our Accounts Payable department.

### Obtaining reimbursement for travel expenses (for all Patient partners):

Ideally, expenses (e.g. plane ticket, overnight accommodation, etc.) will be paid directly by the Network on behalf of the Patient Representative involved in the activity. However, some expenses may have to be reimbursed after the event.

Claims for reimbursement should be made within 30 days of return from travel or the date the expense was incurred.

Patient partners should be aware of the three weeks minimum delay between the moment the signed reimbursement form is received and submitted and the reimbursement. Delay may unfortunately sometimes be longer due to university schedules.

### Considerations for Patient partners:

- Patient partners should be aware of the items that are covered and the upper limits on expenditures (e.g. per diem amounts), listed in Table 1.
- All expenses are subject to institutional approval. Travel plans should therefore be discussed with the Administrative Assistant in advance to ensure that all expenses incurred can be reimbursed.
- The per diem amounts are daily allowances to cover meals when traveling for the Network. The Patient Representative are not required to show receipts for meals, they will receive the per diem amounts listed in Table 1. Group meals beyond this may be covered with receipts provided; these cases should be planned in advance and be part of the budget for the event.
- When participating in a sponsored event, it is possible for a Patient Representative to extend his/her stay after or before the event. However, the price of the plane ticket will have to be equal or cheaper than the price of the ticket with true event dates (with reservations done at least 30 days in advance). If the price of the ticket with extended dates is more expensive, then the Patient Representatives will have to buy his/her ticket and IMAGINE will reimburse the price of the ticket with true event dates. In other words, the Patient Representative will absorb the difference in price.

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